

SAN FRANCISCO PUBLIC LIBRARY



3 1223 06447 1379

E/3




San Francisco Public Library

Government Information Center
San Francisco Public Library
100 Larkin Street, 5th Floor
San Francisco, CA 94102

REFERENCE BOOK

Not to be taken from the Library



Digitized by the Internet Archive
in 2013

<http://archive.org/details/1meetingminutes200102sanf>

[Budget Analyst Report]

Susan Hom

Main Library-Govt. Doc. Section



CITY AND COUNTY

OF SAN FRANCISCO DOCUMENTS DEPT.

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

FEB - 5 2001

SAN FRANCISCO
PUBLIC LIBRARY

February 1, 2001

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: February 6, 2001 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 4 - File 01-0048

Department: District Attorney (DA)

Item: Resolution authorizing retroactively the District Attorney to accept and expend a \$190,000 grant made available through the California Department of Insurance for a project entitled the "Organized Automobile Fraud Activity Interdiction Program."

Amount: \$190,000

Source of Funds: California Department of Insurance (DOI)

Grant Period: July 1, 2000 through June 30, 2001 (one year), anticipated to be renewed for two additional years, through June 30, 2003 (see Comment No. 3)

Matching Funds: None required.

Indirect Costs: \$4,959 (five percent of salaries)

Description: In November of 2000, the California Department of Insurance, under its FY 2000-2001 Organized Automobile

Memo to Economic Vitality, Small Business and Social Policy Committee
February 6, 2001 Economic Vitality, Small Business and Social Policy Committee
Meeting

Fraud Activity Interdiction Program, awarded a total of approximately \$4.8 million in funding to various law enforcement jurisdictions throughout California for the purpose of prosecuting and eliminating organized automobile insurance fraud activity. The District Attorney's Office applied for this State funding, and in November of 2000, was awarded \$190,000 from the FY 2000-2001 Organized Automobile Fraud Activity Interdiction Program.

The proposed resolution would retroactively allow the DA to accept and expend \$190,000 awarded by the State DOI for prosecution of organized automobile insurance fraud activity in San Francisco. According to Ms. Theresa Serata of the DA's office, the efforts of the District Attorney would target individuals who conspire with one or more other persons to attempt to stage vehicle collisions for purposes of collecting insurance monies.

Budget:

The proposed budget for the subject grant is as follows:

<u>Item</u>	<u>Cost</u>
Salaries	
1.0 FTE 8180 Principal Attorney	\$52,200
0.2 FTE 8182 Head Attorney	14,045
1.0 FTE 8132 DA Investigative Assistant	22,458
0.2 FTE 1823 Grants Manager	1,906
0.4 FTE 1652 Grants Manager	<u>8,579</u>
Total Salaries	99,188
Fringe Benefits (23% of Salaries)	22,922
Litigation Expenses	40,000
Office Supplies	3,360
Telephone and Paging Services	2,240
Photocopying	2,240
Training / Travel	2,730
Audit Costs (1% of salaries and benefits)	1,221
3 Computers, Printers, and Software	9,000
Postage	140
Subscriptions	2,000
Indirect Costs (5% of salaries)	<u>4,959</u>
Total	\$190,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment I to this report, provided by DPH, contains additional budgetary details.

Comments:

1. According to Ms. Serata, the subject grant funds would fund 2.8 FTE positions, as noted in the summary budget above. According to Ms. Serata, these positions would be deleted once the grant ends. Thus, the proposed resolution should be amended to include a provision urging the Controller to designate the positions created under the subject grant as "G" or grant-funded positions, which would cause them to terminate when the grant expires.

2. Ms. Serata advises that the DA's Office was awarded the subject grant on November 17, 2000, and that the Department has already accepted and expended a portion of the subject grant funds. Ms. Serata states that the Department has used funds from the subject grant to pay the salary and fringe benefit costs of the 8182 Head Attorney and the 1823 Grants Manager positions proposed for the subject grant. According to Ms. Serata, the 8182 Head Attorney and 1823 Grants Manager began working on the Organized Automobile Fraud Activity Interdiction Program in December of 2000. Therefore, the Department is requesting that the proposed resolution be approved retroactively.

According to Ms. Serata, the District Attorney accepted the subject grant funds prior to receiving approval from the Board of Supervisors because the terms of the grant required the prompt acceptance of these grant funds, and the District Attorney did not want to jeopardize the grant award. Ms. Serata further states that the District Attorney expended funds prior to receiving approval from the Board of Supervisors because the Department thought it would be prudent to complete the preliminary work necessary for commencement of the main portion of the grant project.

3. According to Ms. Serata, the Department expects that the proposed grant will be renewed annually, for two additional years. Ms. Serata states that the level of funding, at present, is expected to be a base amount of

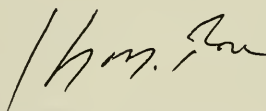
\$190,000 each year, with cost of living increases added after the first and second years of the grant.

The proposed resolution contains a provision that authorizes the District Attorney to enter into similar agreements with the State DOI if the grant recurs or is renewed, without first obtaining Board of Supervisors approval. Therefore, the Budget Analyst considers approval of the subject grant to be a policy matter for the Board of Supervisors.

4. Attachment II is the Grant Application Information Form, provided by the DA's Office, which includes a Disability Access Checklist.

Recommendations:

1. Amend the proposed resolution to include a provision urging the Controller to designate the positions created under the subject grant as "G" or grant-funded positions (see Comment No. 1).
2. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors because it allows the Department to enter into subsequent similar agreements without first obtaining Board of Supervisors approval (see Comment No. 3).



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Stephen Kawa

Organized Automobile Insurance Fraud Interdiction Program 2000-2001

COST

[illegible]

BUDGET CATEGORY AND LINE-ITEM DETAIL

Organizaed Automobile Insurance Fraud Interdiction Program 2000-2001

B. Operating Expenses

COST

FTE										
In-Kind : Office space rental:										
Office Rental (@ \$237.59/month per person):					\$	1,425.54		\$	-	
Indirect costs:										
\$	99,188	x	5%		\$	4,959	\$	4,959		
Telephone /Pagers										
Telephone Bills (@ \$100.00/month/perso					800	x	2.80	=	\$ 2,240.00 \$ 2,240	
Photocopying and Reproduction					800	x	2.80	=	\$ 2,240.00 \$ 2,240	
Office supplies, Material and Supplies					1200	x	2.80	=	\$ 3,360.00 \$ 3,360	
Audit Cost										
Audit Costs (1% of all salaries and benefits)								\$	1,221.00 \$ 1,221	
\$	122,110	x	1%							
Postage					50	x	2.80	=	\$ 140.00 \$ 140	
Training/Travel								\$	2,730.00 \$ 2,730	
Litigation Expenses										
Translation, Transcription and Trial Preparation Costs								\$	40,000 \$ 40,000	
Subscription								\$	2,000 \$ 2,000	
TOTAL										\$ 58,890

Department of Insurance

BUDGET CATEGORY AND LINE-ITEM DETAIL

Organizaed Automobile Insurance Fraud Interdiction Program 2000-2001

C. Equipment

COST

3 computers, printers and softwares

\$ 9,000

CATEGORY TOTAL

\$ 9,000

PROJECT TOTAL

\$ 190,000

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: ORGANIZED AUTOMOBILE FRAUD ACTIVITY INTERDICTION PROGRAM (URBAN GRANT)
2. Department: District Attorney
3. Contact Person: Teresa Serata Telephone: 553-1895
4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$ 190,000.00

6a. Matching Funds Required: \$ n/a
b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: DEPARTMENT OF INSURANCE
b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:

The grant will provide funding to handle the prosecution of organized automobile insurance fraud activity.

The grant award is made pursuant to the provisions of California Insurance Code Section 1874.8 the emergency regulations adopted pursuant to Section 1874.81 CIC, and shall be used solely for the purposes of prosecuting and eliminating organized automobile insurance fraud activity.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: July 1, 2000 End-Date: June 30, 2001

10. Number of new positions created and funded: 2.35

11. If new positions are created, explain the disposition of employees once the grant ends?
Positions will be deleted.

12a. Amount budgeted for contractual services: n/a

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

3a. Does the budget include indirect costs?

☒ Yes

☐ No

b1. If yes, how much? 5% of the personnel costs

b2. How was the amount calculated?

Pursuant to Section 2698.70-2698.77 of title 10, chapter 5, subchapter 9, Article 5, of the California Code of Regulations, the indirect costs may not exceed ten percent (10%) of personnel salaries and may not exceed five percent (5%) of total direct program costs.

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

4. Any other significant grant requirements or comments:

The grant award is the result of a statewide, competitive process as mandated by Assembly Bill 1050 (Wright) and California Insurance Code Section 1874.8.

The District Attorney's Office must submit a revised budget plan for approval that conforms to the amount of the grant award for each funding cycle pursuant to Section 2698.75 of title 10, chapter 5, subchapter 9, Article 5, of the California Code of Regulations.

****Disability Access Checklist*****

5. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☐ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

6. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: _____

Teresa Serata

Date Reviewed: _____

12/19/00

Department Approval: _____

Terence Hallinan

(Name)

District Attorney _____

(Title)

Signature



City and County of San Francisco [All Committees]
Meeting Minutes Government Document Section
Economic Vitality, Small Business and So Main Library
Committee

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie Maxwell

Clerk: Deborah Muccino

Tuesday, February 06, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

Meeting Convened

The meeting convened at 10:00 am.

002181 [Liquor License Transfer, 85 Natoma Street]

Hearing to consider that the transfer of a Type 48 on-sale general public premises alcoholic beverage control license to Raymond J. Pittman for Toma Holdings, LLC, dba "Toma" from 511 Harrison Street to 85 Natoma Street, (District 6) will serve the convenience of the people of the City and County of San Francisco.

12/12/00, RECEIVED AND ASSIGNED to Small Business, Economic Vitality and Consumer Services Committee.

2/1/01, TRANSFERRED to Economic Vitality, Small Business and Social Policy Committee. New Committee Structure.

Heard in Committee. Speakers: Inspector Dave Falzon, SF Police Department.

Conditions: 1) Sales, service, or consumption of alcoholic beverages shall be permitted only between the hours of 5:00 p.m. and Midnight, Sunday through Thursday and between the hours of 5:00 p.m. and 2:00 a.m., Friday and Saturday. 2) There shall be no live entertainment of any type, including live music, deejay, or karaoke. 3) There shall be no dancing permitted on the premises at any time. 4) A single jukebox or stereo may be maintained upon the premises; however, the music shall not be audible beyond the premises.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST WITH CONDITIONS.

Resolution determining that the transfer of a Type 48 on-sale general public premises alcoholic beverage control license to Raymond J. Pittman for Toma Holdings, LLC, dba "Toma" from 511 Harrison Street to 85 Natoma Street, (District 6) will serve the public convenience and necessity of the people of the City and County of San Francisco in accordance with Section 23958.4 of the California Business and Professions Code; with conditions.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

DOCUMENTS DEPT.

FEB - 9 2001

SAN FRANCISCO
PUBLIC LIBRARY

002156 [Liquor License, 3110B Octavia Street]

Hearing to consider that the issuance of a Type 20 off-sale beer and wine alcoholic beverage control license to Mr. Mohamood Ahmad and Ms. Shalini Madra for "Marina Cafe' & Deli" located at 3110B Octavia Street, (District 2) will serve the convenience of the people of the City and County of San Francisco.

12/7/00, RECEIVED AND ASSIGNED to Small Business, Economic Vitality and Consumer Services Committee. Filed by Esther Min, Agent, Art Rodriguez and Associates, Liquor License Brokers and Consultants.

2/1/01, TRANSFERRED to Economic Vitality, Small Business and Social Policy Committee. New Committee Structure.

Heard in Committee. Speakers: Ted Lakey, Deputy City Attorney.

FILED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

002180 [Liquor License, 3202 16th Street]

Hearing to consider that the issuance of a Type 48 on-sale general public premises alcoholic beverage control license to Birute Cassidy dba "Jacks Elixir", a small bar at 3202 16th Street (District 8) which is an expansion of another "Jacks Elixir" bar at 3200 16th Street with an existing Type 48 license, will serve the convenience of the people of the City and County of San Francisco.

12/13/00, RECEIVED AND ASSIGNED to Small Business, Economic Vitality and Consumer Services Committee.

2/1/01, TRANSFERRED to Economic Vitality, Small Business and Social Policy Committee. New Committee Structure.

Heard in Committee. Speakers: Ted Lakey, Deputy City Attorney.

FILED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010048 [Grant funds for District Attorney's organized automobile fraud activity prosecution program]

Resolution authorizing retroactively the District Attorney of the City and County of San Francisco to apply for, accept and expend funds made available through the California Department of Insurance (DOI) for a project entitled "Organized Automobile Fraud Activity Interdiction ("Urban Grant") Program", and including indirect cost not to exceed 5% of grant-funded personnel costs. (District Attorney)

1/9/01, RECEIVED AND ASSIGNED to Housing and Social Policy Committee.

2/1/01, TRANSFERRED to Economic Vitality, Small Business and Social Policy Committee. New committee structure.

Heard in Committee. Speakers: Vernon Grigg; Teresa Sarata, District Attorney's Office.

2/6/01 Amended on page 2 line 10. Add "Further Resolved, That these positions shall be designated as grant "G" funded positions and the authorization for these positions shall terminate when the grant terminates."

AMENDED.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

**001183 [Pier 45 Development Proposal]
Supervisor Newsom**

Hearing to consider the Bay Center and San Francisco at the Wharf proposals for Pier 45.

6/19/00, RECEIVED AND ASSIGNED to Small Business, Economic Vitality and Consumer Services Committee.

7/6/00, CONTINUED TO CALL OF THE CHAIR. Heard in committee. Speakers: Dennis Barrie, President, Malrite Corporation; Cathy Coakley, Malrite; Milton Maltz, Malrite; Supervisor Bierman; Christopher Martin, Chair, Bay Center Coalition; David Lewis, Executive Director of Save the Bay; Dennis Henmi, Kwan Henmi Architects; Doug Wong, Director of the Port; Paul Osmundson, Port; Claudia Cohan, The Bay Center; Donna Levitt, Female speaker; James Chin, Chinese Benevolent Association; Laurel Rosen; Rajesh Choudray, Nibbi Brothers Construction; Kevin Westlye, Franciscan Restaurant; Tom Creedon, President, Scoma's Restaurant; Aaron Peskin, Telegraph Hill Dwellers; Nan McGuire; Miles Stevens, San Francisco Black Chamber of Commerce; Bob Kastl, Navy League/Marine Corps League; Alma Lark, North Beach Public Housing Tenants Association; Terri Lloyd; Gerry Crowley; Karin Woods, Clive Jones, Economic Research Associates; Michael Alexander, SF Beautiful; Bob Miller, Crab Boat Owners Association of SF; Holly Krassner, representing Bill Ahern of California Coastal Conservancy; Rob McDratney; Michael Penn, Executive Director, San Francisco Black Chamber of Commerce; Frances Chan, McCarthy Building Companies; Eddie Tsang, Chinese Consolidated Benevolent Association; Mariuccia Iacon; David Jones, Tower Tours; Female speaker; Jane Morrison, President, SF Tomorrow; Mel Washington, President, Bayview Merchants Association; Marsha Mather -Thrift, SF Baykeeper; Bruce Balshane, SF Tomorrow; Pamela Brennan, Haight Ashbury Flower Power Walking Tour; Tom Escher, Red & White Fleet; Gloria Peterson; Craig Woods; Daniel Leone, North Beach Chamber of Commerce; Bernard Chudod, SF Tomorrow; Lorraine Bender; Nancy Boyetti; Jane Winslow; Mark Hern; Shala Davoudi, San Francisco Black Chamber of Commerce; Noreen Ambrose, Deputy City Attorney, (Port General Counsel).

2/1/01, TRANSFERRED to Economic Vitality, Small Business and Social Policy Committee. New Committee Structure.

Heard in Committee. Speakers: Supervisor Peskin; Dong Wong, Director of the Port; Byran Wright, Port; Noreen Ambrose, Deputy City Attorney; Chris Martin, Bay Center Coalition; David Lewis, Executive Director, Save the Bay; Jane Morrison, President of San Francisco Tomorrow; Gerry Crowley, Telegraph Hill Dwellers; Robert Miller; Crab Boat Owners Association; DeeDee Workman, Executive Director of San Francisco Beautiful; Marsha Mather-Thrift; Merle Goldstone, South End Rowing Club; Tom Credin, Scoma's Restaurant; Ruth Gravanis, Sierra Club; Mr. Allio; Karen Clofton, Port.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

**001184 [Port's Leasing Policies]
Supervisor Newsom**

Hearing to consider the Port's leasing policies, particularly relocation and displacement of tenants due to new development and affordable opportunities for non-profits and small businesses.

6/19/00, RECEIVED AND ASSIGNED to Finance and Labor Committee.

8/9/00, TRANSFERRED to Small Business, Economic Vitality and Consumer Services Committee.

2/1/01, TRANSFERRED to Economic Vitality, Small Business and Social Policy Committee. New Committee Structure.

Speakers: None

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

001199 [Pier 45 Project]

Supervisors Newsom, Leno

Resolution urging the San Francisco Port to delay contracting with the Malrite Corporation to develop Pier 45 until after the Board of Supervisors has had an opportunity to examine the best use of this property and to comment on its use.

2/1/00, TRANSFERRED to Economic Vitality, Small Business and Social Policy Committee. New Committee Structure.

6/21/00, REFERRED FOR ADOPTION WITHOUT COMMITTEE REFERENCE AGENDA AT THE NEXT BOARD MEETING.

6/26/00, SEVERED FROM FOR ADOPTION WITHOUT COMMITTEE REFERENCE AGENDA. Supervisor Kaufman requested this matter be severed so it could be considered separately.

6/26/00, REFERRED to Small Business, Economic Vitality and Consumer Services Committee. Supervisor Leno requested to be added as co-sponsor.

Supervisor Kaufman requested this matter be sent to committee.

7/6/00, RECOMMENDED. Heard in committee. Speakers: Dennis Barrie, President, Malrite Corporation; Cathy Coakley, Malrite; Milton Maltz, Malrite; Supervisor Bierman; Christopher Martin, Chair, Bay Center Coalition; David Lewis, Executive Director of Save the Bay; Dennis Henmi, Kwan Henmi Architects; Doug Wong, Director of the Port; Paul Osmundson, Port; Claudia Cohan, The Bay Center; Donna Levitt, Female speaker; James Chin, Chinese Benevolent Association; Laurel Rosen; Rajesh Choudray, Nibbi Brothers Construction; Kevin Westlye, Franciscan Restaurant; Tom Creedon, President, Scoma's Restaurant; Aaron Peskin, Telegraph Hill Dwellers; Nan McGuire; Miles Stevens, San Francisco Black Chamber of Commerce; Bob Kastl, Navy League/Marine Corps League; Alma Lark, North Beach Public Housing Tenants Association; Terri Lloyd; Gerry Crowley; Karin Woods, Clive Jones, Economic Research Associates; Michael Alexander, SF Beautiful; Bob Miller, Crab Boat Owners Association of SF; Holly Krassner, representing Bill Ahern of California Coastal Conservancy; Rob McDratney; Michael Penn, Executive Director, San Francisco Black Chamber of Commerce; Frances Chan, McCarthy Building Companies; Eddie Tsang, Chinese Consolidated Benevolent Association; Mariuccia Iacon; David Jones, Tower Tours; Female speaker; Jane Morrison, President, SF Tomorrow; Mel Washington, President, Bayview Merchants Association; Marsha Mather-Thrift, SF Baykeeper; Bruce Balshane, SF Tomorrow; Pamela Brennan, Haight Ashbury Flower Power Walking Tour; Tom Escher, Red & White Fleet; Gloria Peterson; Craig Woods; Daniel Leone, North Beach Chamber of Commerce; Bernard Chudod, SF Tomorrow; Lorraine Bender; Nancy Boyetti; Jane Winslow; Mark Hern; Shala Davoudi, San Francisco Black Chamber of Commerce; Noreen Ambrose, Deputy City Attorney, (Port General Counsel).

7/17/00, RE-REFERRED to Small Business, Economic Vitality and Consumer Services Committee. Supervisor Kaufman requested this matter be rereferred to committee.

Heard in Committee. Speakers: Supervisor Peskin; Doug Wong, Director of the Port; Byran Wright, Port; Noreen Ambrose, Deputy City Attorney; Chris Martin, Bay Center Coalition; David Lewis, Executive Director, Save the Bay; Jane Morrison, President of San Francisco Tomorrow; Gerry Crowley, Telegraph Hill Dwellers; Robert Miller; Crab Boat Owners Association; DeeDee Workman, Executive Director of San Francisco Beautiful; Marsha Mather-Thrift; Merle Goldstone, South End Rowing Club; Tom Credin, Scoma's Restaurant; Ruth Gravanis, Sierra Club; Mr. Alliotto; Karen Clofton, Port.

FILED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

ADJOURNMENT

The meeting adjourned at 11:46 am.

90.239

1
20/01
canceled

2

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

NOTICE OF CANCELLED MEETING

ECONOMIC VITALITY, SMALL BUSINESS & SOCIAL POLICY COMMITTEE

SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that the meeting of the Economic Vitality, Small Business & Social Policy Committee scheduled for Tuesday, February 20, 2001 at 10:00 a.m. at 1 Dr. Carlton B. Goodlett Place, Room 263, City Hall, San Francisco, California, has been cancelled.

Gloria L. Young, Clerk of the Board

DOCUMENTS DEPT.

FEB 14 2001

SAN FRANCISCO
PUBLIC LIBRARY

ECONOMIC VITALITY, SMALL BUSINESS
& SOCIAL POLICY COMMITTEE
S.F. BOARD OF SUPERVISORS
CITY HALL, ROOM 244
1 DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102-4689

IMPORTANT HEARING NOTICE!!!

41 Library
100 Larkin Street Govt Information Center

239
/01

[Budget Analyst Report]
Susan Hom
Main Library-Govt. Doc. Section

CITY AND COUNTY



OF SAN FRANCISCO DOCUMENTS DEPT.

MAR - 7 2001

BOARD OF SUPERVISORS

BUDGET ANALYST

SAN FRANCISCO
PUBLIC LIBRARY

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

March 1, 2001

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: March 6, 2001 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 2 - File 01-0159

Department: Department of Aging and Adult Services (AAS)

Item: Resolution authorizing the Department of Aging and Adult Services to accept and expend a grant in the amount of \$1,711,753 from the California Department of Aging to develop a web-based information system for integrating community-based long term care services.

Grant Amount: \$1,711,753

Grant Period: February 1, 2001 to June 30, 2002 (one year and five months - see Comment No. 1)

Source of Funds: California Department of Aging

Required Match: None

Indirect Costs: \$126,796 (eight percent of direct costs)

Description: According to Mr. John Clark of the Department of Aging and Adult Services, information concerning long-term care for senior citizens in San Francisco is fragmented

and accessible only through multiple agencies which are located in different areas throughout the City. The proposed grant would fund the development of an internet-based information system that would centralize all information from each of these separate groups at a single, internet-accessible location. The proposed information system would allow San Francisco senior citizens, caregivers, non-profit agencies and City departments to have a comprehensive understanding of what resources are available, and enable them to access those resources from one, easy-to-find location.

Budget: The budget for the subject grant is as follows:

Work-order – DPH Consultant	\$91,875
Contractual Services	1,293,682
Application Service Provider Fees	134,400
Required Subcontracts (see Comment No. 5)	65,000
Indirect Costs	<u>126,796</u>
Total	\$1,711,753

Attachment I to this report, provided by the Department, provides further detail regarding the costs listed above.

- Comments:**
1. According to Mr. Clark, the Department has not accepted or expended any funds.
 2. Mr. Clark states that the terms of the proposed grant are very specific, and allow very little deviation from the approved project. The project presented in the subject proposed resolution is consistent with those requirements, according to Mr. Clark.
 3. According to Mr. Clark, RTZ Associates has been selected to provide the contractual services at a cost of \$1,293,682 for this project. Mr. Clark states that RTZ Associates was selected through a competitive Request for Proposal process. Further, RTZ is presently under contract for the Long Term Care Pilot Project currently being undertaken for the Department of Public Health (DPH). According to Mr. Clark, RTZ Associates would be retained for the proposed project through an amendment

to its existing contract with the DPH for the Long Term Care Pilot Project.

According to Mr. Clark, AAS would work-order \$91,875 (based on 2,450 hours at an hourly rate of \$37.50) of funds to DPH for the services of a consultant that is currently under contract with DPH for the Long Term Care Pilot Project, Mr. Bill Haskell (see Attachment I). Mr. Haskell has had considerable experience with long term care planning and integration of service issues, and would act as the project manager for AAS, according to Mr. Clark.

4. According to Mr. Clark, the application service provider fees listed in the grant budget would consist of (a) \$36,000 in web hosting fees, which would include payment from the City to an Internet Service Provider (e.g. Earthlink.com) to configure the program web page and provide a web-site that will be able to handle large volumes of traffic, (b) \$66,000 in payments of software licensing fees from the City to commercial software vendors for use of their products, (e.g. Microsoft SQL, which is an Internet server software package), and (c) \$32,400 in communications service fees, which the City would pay to an Internet Service Provider for the installation and use of high-speed internet access lines running from the 10 Neighborhood Senior Centers in San Francisco, as well as from five locations for the younger disabled.

According to Mr. Clark, the application service provider fees will have ongoing costs associated with them. Such costs are not included in this grant. Mr. Clark states that the Department has estimated these costs to be approximately \$62,549 annually, which consists of \$32,400 in annual high-speed Internet access costs, and \$30,149 in estimated annual web-hosting costs. According to Mr. Clark, the Department is confident that it will be able to find additional funding sources to support these new, ongoing costs. However, as of the writing of this report, Mr. Clark could not identify specific funding sources.

5. According to the terms of the proposed grant, the grantee is required to retain (a) a subcontractor to provide training to seniors who are not familiar with Internet-based information systems, and (b) a subcontractor to assist the primary contractor with evaluation of the progress, methodology, and incorporation of consumer preferences, according to Mr. Clark. Mr. Clark states that these subcontractors have not yet been selected. However, these subcontractors would be selected through the use of a competitive Request for Proposal process, according to Mr. Clark.

6. Mr. Clark estimates that maintenance of the proposed Internet-based information system once complete, which is not included in the subject grant, would require approximately 12 hours per week, or approximately 624 hours per year (12 hours per week x 52 weeks of required maintenance). Mr. Clark estimates the annual maintenance cost of the proposed Internet-based information system to be approximately \$24,932, based on the following cost to provide this service with existing Information Systems staff at AAS:

<u>Position</u>	<u>Hours</u>	<u>Rate¹</u>	<u>Total</u>
1 FTE 1022 Analyst	312	\$36.06	\$11,251
1 FTE 1023 Senior Analyst	<u>312</u>	43.85	<u>13,681</u>
Total	624		\$24,932

According to Mr. Clark, AAS currently has a work-order budget of \$25,000, which the Department currently uses to work-order technical assistance from the Department of Administrative Services (DAS), Management Information Systems. This work-order, according to Mr. Clark, is expected to remain in the AAS budget, and would be used to assist the department staff in implementing the proposed project. Mr. Clark further states that, upon completion of the subject project at the end of FY 2001-02, the Department would discontinue its work-order from DAS, and expend the \$25,000 in annual work-order funds to hire a contractor to provide the required 12 hours per week of maintenance. According to

¹ Rates are based on estimated Step 5 salary and benefit costs for the listed positions for FY 2002-03.

Mr. Clark, these funds should be sufficient for providing one year of maintenance for the proposed project, based on the Department's estimated annual maintenance costs of \$24,932.

7. According to Mr. Clark, an earlier budget for the proposed grant included the addition of two new employees to the AAS staff to provide departmental integration services for the proposed project. The Department has since decided that those services would better be performed by the proposed contractor RTZ Associates. However, the proposed resolution states the following on lines 20 – 23:

FURTHER RESOLVED, That the Controller is urged to designate the two new positions to be created through this grant as 'G' grant-funded positions which will terminate when grant funds expire; and be it

As the revised proposed grant would not create any new positions, the Department has requested that the resolution be amended to delete lines 20 – 23.

8. Attachment II to this report, provided by the Department, is a Grant Information Form, which includes a Disability Access Checklist.

- Recommendations:**
1. Amend the proposed resolution to delete lines 20 – 23 from the proposed resolution (see Comment No. 7).
 2. Approval of the proposed resolution is a policy matter for the Board of Supervisors, because this program would result in new, ongoing costs of approximately \$87,481 annually (an estimated \$24,932 in maintenance costs, plus \$62,549 in application service provider fees).

City and County of San Francisco

DEPARTMENT OF AGING AND ADULT SERVICES



Commission on the Aging
Mental Health Conservator
Public Administrator-Public Guardian

Mayor Willie L. Brown, Jr
Dr. Sandra Y. Nathan, Executive Director

SF GetCare
Web-Based Information System for Long Term Care Integration

GRANT BUDGET

	Hourly Rate	# of Hours	Total Project Cost	FY 00-01 Cost	FY 01-02 Cost
Interdepartmental					
Work Order (w/DPH)	\$37.50	2,450	\$91,875	\$20,625	\$71,250
Contractual Services (Consultant)					
Project Planning and Management	\$110.00	2,045	\$225,000	\$104,625	\$120,375
Data Analysis and Research	\$100.00	1,425	\$142,500	\$19,950	\$122,550
Programming	\$100.00	3,675	\$367,500	\$134,137	\$233,363
Web Design and Development	\$100.00	2,375	\$237,500	\$122,312	\$115,188
Training and Support	\$90.00	1,600	\$144,000	\$57,600	\$86,400
Integration/Coordination with City Departments <i>(originally, this was to be performed by 2 G-funded City staff positions)</i>			\$177,182	\$50,480	\$126,702
<i>Subtotal Contractual Services</i>			\$1,293,682	\$489,104	\$804,578
Application Service Provider Fees			\$134,400	\$69,301	\$65,099
Subcontracts					
Consumer Training			\$40,000	\$0	\$40,000
Consultant (Evaluator) Fees			\$25,000	\$5,000	\$20,000
Indirect Costs (figured at 8%)			\$126,796	\$46,722	\$80,074
TOTALS	537.5	13,570	\$1,711,753	\$630,752	\$1,081,001

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: California Department of Aging Innovative Coordination and Collaborative Partnership Grant

2. Department: Aging and Adult Services

3. Contact Person: John Clark

Telephone: 554-5023

4. Grant Approval Status (check one):

☒ [XX] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved: \$1,711,753

6a. Matching Funds Required: \$None

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: California Department of Aging

b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary:

Information concerning long term care options in San Francisco is fragmented and accessible only through multiple agencies and locations. This grant would fund the development of a web-based information system that draws together all the disparate information sources in one location. This will allow SF seniors, caregivers, non-profit agencies and City departments to have a much more comprehensive idea of what resources are available, and to access those resources from one, easy-to-find place.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 2/1/01

End-Date: 6/30/02

10. Number of new positions created and funded:

None.

11. If new positions are created, explain the disposition of employees once the grant ends?

N/A.

12a. Amount budgeted for contractual services: \$1,584,956

b. Will contractual services be put out to bid? No. Existing City contracts will be modified to incorporate the scope of work funded by this grant.

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A.

d. Is this likely to be a one-time or ongoing request for contracting out? One-time, in that the contract modification will cover the entire project timeline.

13a. Does the budget include indirect costs?

☒ Yes

☐ No

b1. If yes, how much? \$126,797

b2. How was the amount calculated? Based on City's standard 8% calculation.

c. If no, why are indirect costs not included? N/A.

☐ Not allowed by granting agency

☐ Other (please explain):

☐ To maximize use of grant funds on direct services

14. Any other significant grant requirements or comments:

Disability Access Checklist

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

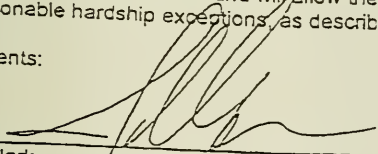
☒ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)


16. The Departmental ADA Coordinator have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:


John Clark
Departmental Disability Coordinator

Date Reviewed: 1-8-00

Department Approval:


Sandra Y. Nathan, PhD
Executive Director, Aging and Adult Services

Item 3 - File 01-0258

Department: Juvenile Probation Department (JPD)

Item: Resolution authorizing the Chief Probation Officer for the Juvenile Probation Department to accept and expend grant funds in the amount of \$483,752 from the State of California Board of Corrections for the Repeat Offender Prevention Program.

Grant Amount: \$483,752

Grant Period: July 1, 2000 – June 30, 2002 (See Comment 1.)

Source of Funds: State of California Board of Corrections

Description: The subject grant would support a one-year continuation of the pilot Repeat Offender Prevention Program (ROPP) by the Juvenile Probation Department in FY 2001-02 as well as fund the program evaluation in FY 2000-01. The State Budget Act of 1996-97 established funding for the ROPP under the authority of the State Board of Corrections. In 1998, the State's Welfare and Institution Code (Sections 743 and 749) was amended to include the City and County of San Francisco as an eligible provider of a ROPP as of July 1, 1998.

According to Ms. Nancy Yalon of JPD, the ROPP is designed to provide comprehensive family empowerment services for first-time juvenile offenders and their families who reside in San Francisco. Key program elements include a school-based curriculum, community and family activities, fine arts events, and program outreach activities. The purpose of the ROPP is to identify and provide services to youth at high risk of becoming repeat offenders while on probation for the first time. The ROPP is operated collaboratively with in-kind resources provided by the JPD, the San Francisco Unified School District (SFUSD), the Department of Human Services (DHS) and Federal funds.

Memo to Economic Vitality, Small Business, & Social Policy Committee
March 6, 2001 Economic Vitality, Small Business & Social Policy Committee
Meeting

In April of 1999, the Housing and Neighborhood Services Committee approved a resolution to apply for retroactively, accept and expend the original \$497,502 grant to fund the program for fiscal years 1998-99, 1999-00 and 2000-01. The grant has been used to fund the Robeson/Rivera Academy Project, which is aimed at youth who are at highest risk of becoming repeat offenders while on probation for the first time. This additional \$483,752 would fund the program for FY 2001-02, as well as fund the evaluation of the program's performance in FY 2000-01, bringing the total grant to \$981,254 for the period from June 15, 1999 to June 30, 2002. According to Mr. Ed Lopatin of the JPD, the proposed grant funds will be replacing \$200,000 of Temporary Assistance to Needy Families (TANF) funds ROPP received in FY 2000-01. Mr. Lopatin also said the proposed grant funds will replace \$77,773 of General Fund monies currently provided in the Department of Public Health Community Mental Health Services budget to provide mental health services to program participants.

No. of Persons

Served:

The program currently serves 15 juvenile offenders plus two juvenile offenders who are transitioning out of it. The program has the capacity to serve up to 30 and Ms. Yalon expects that it will reach capacity in the upcoming fiscal year.

Budget:

A summary budget provided by Mr. Lopatin is as follows:

Professional Consultant Services	\$401,039	
(See Comment 1)		
DPH Staff (See Comment 2)	77,773	
.58 FTE (Psychiatric Social Worker-Class 2930)		
Salary	36,148	
Fringe Benefits	<u>9,037</u>	
Subtotal	45,185	
.58 FTE (Health Worker III-Class 2587)		
Salary	26,070	
Fringe Benefits	<u>6,518</u>	
Subtotal	32,588	
TOTAL	\$77,773	
Travel & Per Diem (See Comment 3)		<u>4,940</u>
TOTAL		\$483,752

BOARD OF SUPERVISORS

BUDGET ANALYST

Required Match: None required. However, due to the collaborative nature of the program, Mr. Lopatin said that in-kind resources totaling \$410,095 will be expended in FY 2001-02. These in-kind resources will be provided by the JPD, the SFUSD, DHS and Federal funds. Attachment I, provided by the Department, lists the in-kind funds that will be provided through the budgets of the respective departments.

Indirect Costs: None. See Comment 5.

Comments: 1. Of the \$401,039 to be spent on professional consultant services, \$200,000 will be spent on program evaluation, with \$100,000 each in FY 2000-01 and FY 2001-02. The contractor performing the program evaluation will be Davis Ja and Associates. The remaining \$201,039 will be spent on a contract with the Performing Arts Workshop, the organization that has administered the Robeson/Rivera Academy since the start of the program. According to Ms. Yalon, the proposed grant funds will support one additional teacher at the Robeson/Rivera Academy. The funding for the position is included in the \$201,039 contract amount. According to Ms. Yalon, the Performing Arts Workshop contract was awarded on a sole source basis because the organization is the only one that could provide the type of services needed for the program. According to Mr. Lopatin, the program evaluation contract was awarded on a sole source basis because Davis Ja and Associates has previously performed specialized program evaluations and has evaluated other community-based JPD programs and other social service programs such as TANF.

2. According to Mr. Lopatin, the \$77,773 for DPH staff will fund a .58 FTE Psychiatric Social Worker (Class 2930) and a .58 FTE Health Worker III (Class 2587) currently funded through General Fund monies in the CMHS budget. Mr. Lopatin said the total cost for the positions is \$133,143 and that ROPP has committed to paying \$77,773 of the total out of the grant funds. Other ROPP funding sources may be available in the future to fund the 1.16 FTE positions beyond FY 2001-02. However,

if other such sources are not available, the positions would terminate. Therefore, the Budget Analyst recommends that the proposed resolution be amended to designate the 1.16 FTE positions as "G" or grant-funded, as the positions would terminate in the event no other funding source becomes available.

3. According to Ms. Yalon, the travel and per diem funds will be used to pay for technical training that is required by the State Board of Corrections.

4. According to Ms. Yalon, when the proposed FY 2001-02 grant is completed, the program will end unless other funds become available. Ms. Yalon said that Assembly Bill 1913, passed in the 1999-00 State legislative session may provide funds for the program beyond FY 2001-02 but it is uncertain at this time. Another means by which the program may be extended, according to Ms. Yalon, is through fund raising under way by the Performing Arts Workshop.

5. While the grant allows for the inclusion of indirect costs, none were included in order to maximize the use of the grant funds on direct services.

6. Grant monies for the Repeat Offender Prevention Program are disbursed by the State to the Juvenile Probation Department on a reimbursement basis for actual costs incurred.

7. The JPD and the State Board of Corrections entered into a contract dated July 1, 1998 through October 1, 2001. According to Mr. Lopatin, the terms of that contract will be extended until June 30, 2002. The extended contract will stipulate that the Board of Corrections hold 10% of the grant funding \$98,125 (based on a total grant amount of \$981,254) until the end of the project and submission and approval of all State-requested program evaluation documentation.

8. Attachment II is a copy of the Grant Application Information Form, as provided by JPD, which includes the Disability Access Checklist.

BOARD OF SUPERVISORS
BUDGET ANALYST

- Recommendation:**
1. Amend the proposed resolution to urge the Controller to designate the 1.16 FTE positions funded by the grant as "G," or grant-funded positions.
 2. Approve the proposed resolution, as amended.

Items 4 and 5 – Files 01-0259 and 01-0260

Department: Juvenile Probation Department (JPD)

Item: Item 4, File 01-0259 - Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department (JPD) to renew a contract with the California Youth Authority (CYA) for diagnostic and treatment services and temporary detention not to exceed 90 days; providing for ratification of actions previously taken.

Item 5, File 01-0260 - Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department (JPD) to renew a contract with the California Youth Authority (CYA) for the Emergency Custody of Juvenile Wards of the Court; providing for ratification of actions previously taken.

**Amount Payable by
JPD to the California
Youth Authority:**

File 01-0259

Not to exceed \$3,993 per month for each juvenile ward referred and authorized by the Juvenile Court. The contract would allow the Department to expend a total of up to \$250,000 in FY 2000-01.

File 01-0260

Not to exceed \$2,580 per month. The contract allows the Department to expend a total of up to \$10,000 in FY 2000-01.

Source of Funds: General Fund (see Comment No. 3)

Terms of Contract: File 01-0259 and File 01-0260
July, 1, 2000 through June 30, 2001 (one year)

Description: File 01-0259
The proposed resolution would authorize the Chief Probation Officer of the JPD to retroactively renew a contract with the CYA for diagnostic and treatment services provided to juveniles who are wards of the Court.

Ms. Jane Kinzler of JPD advises that the Department has contracted with the CYA for such diagnostic and

BOARD OF SUPERVISORS
BUDGET ANALYST

treatment services and detention services since July of 1984. The proposed contract would be the 16th year of JPD's relationship with CYA.

Juvenile Court Judges may request that a youth receive an evaluation (including diagnostic and treatment services) at the CYA prior to determining the appropriate disposition of the youth's case. A youth receiving such an evaluation would be housed at the CYA for a period not to exceed 90 days. When the CYA evaluation is completed, the youth would return to the JPD. The Presiding Judge of the Juvenile Court would then review the CYA evaluation and determine the appropriate disposition of the case.

The per placement cost of the diagnosis and the treatment at the CYA facilities is the standard rate established by the State for all Juvenile Courts in California. According to Ms. Kinzler, the rate is \$133 per juvenile per day, or not to exceed \$3,993 per month (\$133 per day x 30 days) for FY 2000-01.

Ms. Kinzler states that the amount to be expended under this contract depends on the number of juveniles and the duration of each of the juvenile's stay at the CYA facilities. Ms. Kinzler further states that the JPD has no control over the number of juveniles that the Juvenile Courts order to the CYA facilities. Ms. Kinzler advises that the amount expended in FY 1999-2000 for diagnostic services was \$69,091. The maximum allowable expenditure under this contract in FY 2000-01 is \$250,000 (see Comment No. 3).

File 01-0260

The proposed resolution would authorize the Chief Probation Officer of the JPD to retroactively renew a contract with the CYA, for emergency custody of juvenile wards of the court.

Ms. Kinzler reports that the JPD has contracted with the CYA for such emergency custody of juvenile wards since June of 1994. The proposed contract would represent the seventh year of JPD's relationship with CYA.

Ms. Kinzler reports that a Juvenile Court Judge may request the use of the CYA facilities for the emergency custody of a juvenile ward of the court if, in the Judge's opinion, the continued presence of the minor in San Francisco's County juvenile facilities would present a significant risk of violence or escape.

According to Ms. Kinzler, the rate for emergency custody at the CYA facilities is \$86 per juvenile per day, or not to exceed \$2,580 per month (\$86 per day x 30 days) for FY 2000-01. The amount expended under the subject contract will depend upon the number of juveniles placed at the CYA for emergency custody and the duration of each juvenile's stay. Ms. Kinzler advises that the JPD did not place any juveniles at the CYA for emergency custody in FY 1999-2000, and thus, did not incur any costs for emergency custody referrals. The budgeted cost for the subject contract in FY 2000-01 is \$10,000.

Comments:

1. The proposed two CYA contracts for diagnostic and emergency custody services each commenced on July 1, 2000. As such, the proposed resolutions provide for the ratification of action previously taken.

2. According to Ms. Kinzler, the Juvenile Probation Department operated for all of FY 1999-2000 and the first nine months of FY 2000-01 on a month-to-month basis without a contract with CYA for either emergency custody or diagnostic services. According to Ms. Kinzler, the Department was without a contract because of an administrative oversight by both the Juvenile Probation Department and the California Youth Authority.

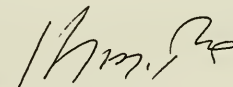
3. Ms. Kinzler states that the Department projects that it will expend a total of approximately \$187,000 in General Fund monies on diagnostic services during FY 2000-01. As previously noted, the Department expended \$69,091 in FY 1999-2000 on diagnostic services. Ms. Kinzler advises that expenditures for diagnostic services will increase by a projected \$117,909 from FY 1999-2000 to FY 2000-01 because Judges are now ordering a greater number of juveniles into the custody of the California Youth Authority for longer periods of time than in previous years. The proposed contract would retroactively allow

the Department to expend as much as \$250,000 on diagnostic services during FY 2000-01. Ms. Kinzler states, however, that the Department only budgeted \$35,000 in General Fund monies for such services in FY 2000-01.

According to Ms. Kinzler, the Department anticipates that it will be able to pay the additional approximate \$152,000 shortfall (\$187,000 in expected expenditures, less \$35,000 budgeted for such expenditures) from other sources within the Department's budget. Ms. Kinzler reports that, as of the writing of this report, the Department does not know specifically from where in their budget the anticipated \$152,000 in needed funds will come. However, if required, the Department will find the needed funding by a) delaying replacement hiring in order to realize salary savings, and/or b) making minor reductions in some service levels, according to Ms. Kinzler.

4. According to Ms. Kinzler, the Department budgeted only \$35,000 for diagnostic services for the current fiscal year due to an administrative error. Ms. Kinzler states that \$35,000 is the maximum amount CYA can charge in a year for a single child. According to Ms. Kinzler, the current budget does not take into account that the Department is paying for multiple juveniles that were referred to CYA concurrently. Ms. Kinzler reports that the Department has requested \$150,000 in additional General Fund monies in their proposed FY 2001-02 budget in anticipation of the expected actual costs for such services next fiscal year.

Recommendation: Approval of the proposed resolution is a policy decision for the Board of Supervisors



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Stephen Kawa

BOARD OF SUPERVISORS
BUDGET ANALYST



City and County of San Francisco

Meeting Minutes

Economic Vitality, Small Business and S
Committee

Supervisors: Gerardo Sandoval, Gavin Newsom and S

Clerk: Deborah Muccino

City Hall
1 Dr. Carlton B.
" " Place

[All Committees]

Government Document Section
Main Library

Tuesday, March 06, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

MEETING CONVENED

The meeting convened at 10:13 am.

010035 [Liquor License, 2496 3rd Street]

Hearing to consider that the issuance of a Type 48 on-sale general public premises liquor license in exchange for a Type 47 on-sale general eating place liquor license to Michael D. Apicelli for the Dogpatch Saloon located at 2496 3rd Street, will serve the convenience of the people of the City and County of San Francisco.

1/5/01, RECEIVED AND ASSIGNED to Small Business, Economic Vitality and Consumer Services Committee.

2/1/01, TRANSFERRED to Economic Vitality, Small Business and Social Policy Committee. New Committee Structure.

Heard in committee. Speaker: Inspector Dave Falzon, SFPD.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST.

Resolution determining that the issuance of a Type 48 on-sale general public premises liquor license in exchange for a Type 47 on-sale general eating place liquor license to Michael D. Apicelli for the Dogpatch Saloon located at 2496 3rd Street, will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010159 [State grant, Long Term Care Innovation]

Supervisor Newsom

Resolution authorizing the Department of Aging and Adult Services to accept and expend a grant in the amount of \$1,711,753 from the California Department of Aging to develop a web-based information system for integrating community-based long term care services. (Adult and Aging Services)

1/29/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Sandra Nathan, Executive Director, Department of Aging and Adult Services.

3/6/01 Amend page 1, by deleting lines 20 - 23.

AMENDED.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

DOCUMENTS DEPT.

MAR - 8 2001

SAN FRANCISCO
PUBLIC LIBRARY

010258 [Grant funds for Juvenile Probation's Repeat Offender Prevention Program]

Resolution authorizing the Chief Probation Officer for the Juvenile Probation Department to accept and expend a supplemental grant in the amount of Four Hundred Eighty-Three Thousand Seven Hundred Fifty Two Dollars (\$483,752), from the State of California Board of Corrections for the Repeat Offender Prevention Program. (Juvenile Probation Department)

2/7/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Jesse Williams, Department of Juvenile Probation; Male Speaker; Tom DeCaigny; David Jackson.

3/6/01 Amend page 2, line 20, by adding a final further resolved paragraph designating the 1.16 FTE positions funded by the grant as grant-funded positions.

AMENDED.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010259 [Contract with California Youth Authority for Diagnostic and Treatment Services for Juvenile Wards of the Court]

Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department to renew a contract with the California Youth Authority for diagnostic and treatment services and for temporary detention not to exceed 90 days. (Juvenile Probation Department)

2/7/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Jesse Williams, Department of Juvenile Probation; Male Speaker; Bill Johnson, Department of Juvenile Probation.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010260 [Contract with California Youth Authority for Emergency Services for Juvenile Wards of the Court]

Resolution authorizing the Chief Probation Officer of the Juvenile Probation Department to renew a contract with the California Youth Authority for emergency custody of juvenile wards of the Court from the County of San Francisco. (Juvenile Probation Department)

2/7/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Jesse Williams, Department of Juvenile Probation; David Jackson.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

001575 [1999-2000 Grand Jury Report - Juvenile Hall and Juvenile Justice Action Plan]**Supervisor Ammiano**

Hearing to inquire into the 1999-2000 Civil Grand Jury Report regarding conditions at Juvenile Hall and the Juvenile Justice Action Plan.

8/28/00, RECEIVED AND ASSIGNED to Finance and Labor Committee.

2/1/01, TRANSFERRED to Economic Vitality, Small Business and Social Policy Committee. New committee structure.

Heard in committee. Speakers: Male Speaker; Supervisor Ammiano; Terrence Hallinan, District Attorney; Jesse Williams, Department of Juvenile Probation; Eugene Clendinen, Acting Director & Fiscal Director, Mayor's Criminal Justice Council; Female Speaker; Gerald Miller, Delancey Street Foundation; Carol Kiziah; Terri Delane, Principal, Life Learning Academy Charter School; Bruce Fisher, Executive Director, Huckleberry Youth Programs; Lena Dale, Program Director, Bayview Safe Haven; Jewnbug, Youth Commission; Female Speaker; Male Speaker; Margaret Brodtkin, Executive Director, Coleman Advocates for Children; Jean Amabile, Public Defender's Office; Female Speaker; Female Speaker; David Jackson; Ann Lehman, Policy Analyst Commission on the Status of Women Gender Analyses; Female Speaker; Ron Stueckle, Sunset Youth Services; Jose Esteva, Institute Familiar de la Raza; Michele Avalar; Art Tapia; Male Speaker; Jessica Allen; Marlene Sanchez; Elly Kugler; Lateefah Simon, Director, Center for Young Women's Development; Katheryn Ringold; Ms. Pearson; Female Speaker; Male Speaker; Jeff Gadachi; John Avalos, Coleman Advocates; Male Speaker; Ron Gutierrez, Staff Attorney, Legal Services for Children; N'Tanya Lee, Coleman Advocates; Rob Eschelman, Legislative Aide for Supervisor Gonzalez; Damon Hill; Tia Carla Valentino; Garry Bieringer, Huckleberry Youth Programs; Brooke Nagle, Huckleberry Youth Programs; Dan Mackleheir; Rich Perino; Mary Beth Wallace, Coleman Advocates.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Sandoval, Maxwell

Absent: 1 - Newsom

010184 [Commendation]**Supervisor Yee**

Resolution commending Elaine Chao for her continued work on behalf of Asian Americans and her new position as Secretary of Labor.

1/29/01, REFERRED FOR ADOPTION WITHOUT COMMITTEE REFERENCE AGENDA AT THE NEXT BOARD MEETING.

2/5/01, SEVERED FROM FOR ADOPTION WITHOUT COMMITTEE REFERENCE AGENDA. Supervisor Daly requested this matter be severed so it could be considered separately.

2/5/01, REFERRED to Economic Vitality, Small Business and Social Policy Committee. Supervisor Daly and Supervisor Ammiano requested this matter be sent to committee.

Heard in committee. Speakers: Supervisor Yee; Ed Chu; John Fong; Donald Mak; Albert Chin; Sherman Tang; Mun Tong; James Chin; Tam Chung, Female Speaker; Garrett Jenkins; Irene Kwok; Mike DeNunzio; Larry Yee; Richard Oi; Rodney Leong.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Maxwell

Absent: 1 - Newsom

ADJOURNMENT

The meeting adjourned at 1:47 pm.

[Budget Analyst Report]

Susan Hom

Main Library-Govt. Doc. Section

DOCUMENTS DEPT.

MAR 16 20 1

SAN FRANCISCO
PUBLIC LIBRARY

CITY AND COUNTY



BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

March 15, 2001

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: March 20, 2001 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 2 - File 01-0436

Department: District Attorney (DA)

Item: Resolution authorizing the District Attorney (DA) of the City and County of San Francisco to retroactively apply for, accept, and expend grant funds in the amount of \$108,812 made available through the Office of Criminal Justice Planning for a project entitled "Violence Against Women Vertical Prosecution"¹ for the period of March 1, 2001 through February 28, 2002, waiving indirect costs due to funding constraints.

Grant Amount: \$108,812

Grant Period: March 1, 2001 through February 28, 2002 (one year)

Source of Funds: State Office of Criminal Justice Planning (OJCP) via the Federal Violence Against Women Act

Description: The proposed resolution would authorize the DA to retroactively apply for, accept, and expend the subject grant

¹ Vertical prosecution refers to management of all phases of a case by a single prosecuting attorney, in collaboration with an investigator and a victims' advocate.

Memo to Economic Vitality, Small Business and Social Policy Committee
March 20, 2001 Economic Vitality, Small Business and Social Policy Committee
Meeting

funds in the amount of \$108,812 to extend funding for the existing Violence Against Women Vertical Prosecution Program. This Program was established in 1998 with a grant of \$110,000 from the OJCP. Through the subject Violence Against Women Vertical Prosecution Program, the District Attorney's Office investigates and vertically prosecutes cases of violence, domestic violence, and sexual assault against elderly women.

According to Ms. Teresa Serata of the District Attorney's Office, this subject grant provides continued funding for a 0.87 FTE, "G" or "Grant-funded" Senior Trial Attorney and related costs for prosecution of violent crimes against elderly and vulnerable women. Ms. Serata advises that this program will involve work on approximately 40 cases from March 1, 2001 through February 28, 2002.

Required Match: 25 percent of total project budget of \$145,082 including grant funds of \$108,812 and matching funds of \$36,270. According to Ms. Serata, the matching funds are included in the District Attorney's FY 2000-01 budget and have been included in the FY 2001-02 budget request.

Indirect Costs: The proposed resolution provides for a waiver of indirect costs in order to allocate all of the subject grant funds to direct project costs.

Budget: Ms. Serata has provided a summary project budget of \$145,082, including the \$36,270 in matching funds, as follows:

<u>Personnel Costs</u>	<u>Amount</u>
8178 Senior Attorney (.87 FTE)	\$88,871
8182 Head Attorney (0.1 FTE)	12,866
8146 Investigator (0.1 FTE)	7,127
8131 Grants Manager (0.16 FTE)	<u>9,133</u>
Total Salaries	\$117,997

Memo to Economic Vitality, Small Business and Social Policy Committee
March 20, 2001 Economic Vitality, Small Business and Social Policy Committee
Meeting

Employee Benefits

Medical	\$7,665
Unemployment	145
Retirement	9,518
Social Security/Medicare	7,199
Total Employee Benefits	\$24,527

Operating Expenses

Telephone/Pager	\$300
Supplies	326
Photocopy/Reproduction	200
Postage	19
Audit	1,088
Travel/Training	550
Other Materials and Supplies	75
Total Operating Expenses	\$2,558

TOTAL BUDGET	<u>\$145,082</u>
--------------	------------------

Attachment I, provided by the District Attorney's Office, contains the budget details to support this budget of \$145,082, including details regarding the \$36,270 in matching funds.

Comments:

1. This subject grant is the fourth year of funding for the subject program. According to Ms. Serata, this is the final year of funding for the subject program. The "G" or "Grant-funded" Senior Trial Attorney hired for this program will be terminated when the grant funding ends, provided no other funding sources become available, according to Ms. Serata.

2. According to Ms. Serata, the DA accepted the subject grant funds prior to obtaining approval from the Board of Supervisors due to tight time constraints related to the grant application process for the continuing State funding. In addition, Ms. Serata reports that some expenses have already been incurred against the subject grant funds. Therefore, the proposed resolution provides the DA with retroactive approval to accept and expend the subject grant funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Economic Vitality, Small Business and Social Policy Committee
March 20, 2001 Economic Vitality, Small Business and Social Policy Committee
Meeting

3. Attachment II is the Summary of Grant Request Form as prepared by the DA, which includes a Disability Access Checklist.

Recommendation: Approve the proposed resolution.

BUDGET CATEGORY AND LINE-ITEM DETAIL

A. Personal Services - Salaries/Employee Benefits

SALARY		bi-weekly	pps	fte	Cost	Match	
178 Sr Attorney	03.01-05.17	3,703 x	5.57 x	0.870	17,944.00		
	05.18-06.30	3,888 x	3.14 x	0.870	10,621.00	28,565.00	
	07.01-01.04	3,966 x	13.43 x	0.870	46,339.00		
	01.06-02.28	4,085 x	3.93 x	0.870	13,967.00	60,306.00	88,871
131 Grants Manager	03.01-06.30	2,151 x	8.71 x	0.160	2,998.00	2,998.00	
	07.01-01.04	2,194 x	13.43 x	0.160	4,714.00		
	01.05-02.28	2,260 x	3.93 x	0.160	1,421.00	6,135.00	9,133
146 Investigator	03.01-06.30	2,685 x	8.71 x	0.100	2,339.00	2,339.00	
	07.01-01.04	2,739 x	13.43 x	0.100	3,679.00		
	01.05-02.28	2,821 x	3.93 x	0.100	1,109.00	4,788.00	7,127
182 Head Attorney	03.01-06.30	4,848 x	8.71 x	0.100	4,223.00	4,223.00	
	07.01-01.04	4,945 x	13.43 x	0.100	6,641.00		
	01.05-02.28	5,093 x	3.93 x	0.100	2,002.00	8,643.00	12,866
		total fte (cost)		0.870	88,871.00		
		total fte (match)		0.360		29,126.00	
RINGE							
03/01/01-06/30/01)							
	<u>Medical (Health & Dental)</u>	243.45 x	8.71 x	0.87	1,845.00		
		243.45 x	8.71 x	0.36		763.00	
	<u>Unemployment(8178)</u>	28,565 x	0.17%		49.00		
	(8131,8146,8182)	9,560 x	0.17%			16.00	
	<u>Retirement (8178)</u>	28,565 x	7.50%		2,142.00		
	(8131,8182)	7,221 x	7.50%			542.00	
	(8146)	2,339 x	16.878%			395.00	
	<u>SS/Medicare(8178)</u>	11,072 x	6.20%		686.00		
	(8178)	28,565 x	1.45%		414.00		
	(8131)	2,998 x	6.20%			186.00	
	(8131,8146,8182)	9,560 x	1.45%			139.00	
7/01/01-02/28/02)							
	<u>Medical (Health & Dental)</u>	236.82 x	17.36 x	0.87	3,577.00		
		236.82 x	17.36 x	0.36		1,480.00	
	<u>Unemployment (8178)</u>	60,306 x	0.10%		60.00		
	(8131,8146,8182)	19,566 x	0.10%			20.00	
	<u>Retirement (8178)</u>	60,306 x	7.50%		4,523.00		
	(8131,8182)	14,778 x	7.50%			1,108.00	
	(8146)	4,788 x	16.87%			808.00	
	<u>SS/Medicare (8178)</u>	60,306 x	7.65%		4,613.00		
	(8131)	6,135 x	7.65%			469.00	
	(8182)	8,040 x	6.20%			498.00	
	(8182)	8,643 x	1.45%			125.00	
	(8146)	4,788 x	1.45%			69.00	
					17,909.00	6,618.00	24,527
					106,780.00	35,744.00	
TOTAL							142,524

BUDGET CATEGORY AND LINE-ITEM DETAIL

B. Operating Expenses

				Cost	Match	COST
	bi-weekly	pps	fte			
Telephone & Pager**				100.00	200.00	300
Supplies:**				100.00	226.00	326
Photocopy:**				75.00	100.00	175
Postage**				19.00		19
Reproduction**				25.00		25
Other Materials & Supplies				75.00		75
Audit Cost:	108,812	x	1% /year	1,088.00		1,088
Travel/Training:						
Registration			200			
Per diem	\$46 x 2 days		92			
Mileage	250 x .31/miles		78			
Hotel	90 x 2 days		180	550		550
** % of direct DA costs						
				2,032.00	526.00	
TOTAL						2,558

COST

Cost

Match

0.00

0.00

Total

108,812.00

36,270.00

0

PROJECT TOTAL	
---------------	--

145,082

FUND DISTRIBUTION

FEDERAL

STATE

CASH MATCH

IN-KIND MATCH

1. Amount of Funds

108,812

36,270

2. Percentage of Funds

75%

25%

File Number: _____

(Provided by Clerk of Board of Supervisors)

Grant Information Form

(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Violence Against Women Vertical Prosecution
2. Department: District Attorney's Office
3. Contact Person: Teresa Y. Serata Telephone: 553-1895
4. Grant Approval Status (check one):
☐ Approved by funding agency ☒ Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$108,812
- 6a. Matching Funds Required: \$ 36,270
b. Source(s) of matching funds (if applicable): General Fund
- 7a. Grant Source Agency: Office of Criminal Justice Planning
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary:

This existing grant from the State Office of Criminal Justice Planning (OCJP) will enable the department to dedicate a specialized prosecutor to handle egregious cases of domestic violence, sexual assault, and stalking perpetrated against elderly women and other particularly vulnerable victims.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: March 1, 2001 End-Date: February 28, 2002

10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends?
- 12a. Amount budgeted for contractual services: N/A
- b. Will contractual services be put out to bid?
- c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?
- d. Is this likely to be a one-time or ongoing request for contracting out?

13a. Does the budget include indirect costs?

☐ Yes☒ No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency☒ To maximize use of grant funds on direct services☐ Other (please explain):

14. Any other significant grant requirements or comments:

The VAW-VP grant supports vertical prosecution of crimes against women, including domestic violence, sexual assault and stalking.

Crimes against elderly women and other particularly vulnerable victims are particularly egregious and devastating for the victims. Nowhere is this more so than in cases of domestic violence, sexual assault and stalking. The impact of these crimes against the elderly is made more acute and complex when the victim is a woman of color, recent immigrant, or limited English speaker. These cases require consistent follow-up and strong victim support. A specialized prosecutor is able to provide the expertise and consistency needed to maintain supportive relationships with victims and to obtain improved convictions.

****Disability Access Checklist****

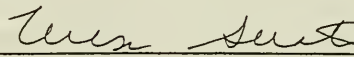
15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)☐ Existing Structure(s)☐ Existing Program(s) or Service(s)☐ Rehabilitated Site(s)☐ Rehabilitated Structure(s)☐ New Program(s) or Service(s)☐ New Site(s)☐ New Structure(s)

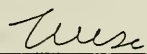
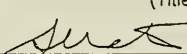
16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: _____


(Name)Date Reviewed: 02/23/01

Department Approval:

Terence Hallinan
(Name)District Attorney
(Title)
(Signature)

Memo to the Economic Vitality, Small Business & Social Policy Committee
March 20, 2001 Economic Vitality, Small Business & Social Policy Committee
Meeting

Item 3 - File 01-0141

- Department:** Human Rights Commission (HRC)
- Item:** Ordinance amending Section 3303 of the Police Code to require employers to post a non-discrimination in employment notice created and distributed by the Human Rights Commission.
- Description:** The City currently requires all companies that transact business with the City and County of San Francisco to post the Human Rights Commission's Employment Discrimination Poster in a conspicuous place at their place of business. The proposed resolution would amend Section 3303 of the Police Code to expand the scope of this requirement to include all businesses that possess a San Francisco business tax registration certificate. The HRC estimates that the proposed ordinance would affect approximately 75,000 businesses in the first year, and an estimated 10,000 new businesses established in San Francisco each following year.
- Comments:**
1. According to Mr. Larry Brinkin of the HRC, the proposed ordinance contains two errors. Mr. Brinkin states that the Department intends to request that the Board of Supervisors amend the proposed ordinance to rectify these errors. Those errors are as follows:
 - (1) According to Mr. Brinkin, the proposed ordinance incorrectly states:

All employers with a business tax registration certificate from the City shall post in conspicuous places, available to employees and applicants for employment...
 - According to Mr. Brinkin, it would be very difficult for most businesses to post the HRC's Employment Discrimination Poster in a location where it would be conspicuous to applicants for employment. Thus, per the request of the Department, the proposed ordinance should be amended to delete the requirement that

HRC's Employment Discrimination Poster be placed in a location conspicuous to applicants.

(2) According to Mr. Brinkin, the proposed ordinance incorrectly states:

...The notice shall be distributed by the Human Rights Commission annually to all businesses with a business tax registration certificate issued by the Tax Collector.

Mr. Brinkin states that it is the intent of the HRC to conduct a one-time mailing to all businesses located in San Francisco, and thereafter to provide only supplemental mailings to new San Francisco businesses. Therefore, per the Department's request, the proposed ordinance should be amended to reflect the intent of the HRC.

The Attachment, provided by HRC, describes the language the Department would like amended in the proposed ordinance.

2. The Department estimates that the first-year cost of mailing HRC Employment Discrimination Posters to all 75,000¹ businesses that would be affected by the subject ordinance would be approximately \$33,237.50, or approximately 44.3 cents per individual mailing (\$33,237.50 divided by 75,000 business). The Attachment to this report contains additional details regarding this estimated cost.

3. If the Board of Supervisors were to amend the proposed ordinance as requested by the HRC (see Comment No. 1), the costs associated with the program for each year after the first year would be approximately \$4,430 (approximately 44.3 cents per mailed item x 10,000 new businesses per year).

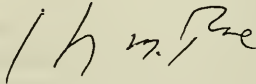
¹ Mr. Brinkin advises that some of the 75,000 business that would be covered by the proposed ordinance are presently covered by the current ordinance. However, Mr. Brinkin estimates that the number of businesses that are both covered by the current ordinance and compliant with that ordinance is exceedingly small. For this reason, according to Mr. Brinkin the HRC would make its initial mailing to all 75,000 businesses in currently in San Francisco.

Memo to the Economic Vitality, Small Business & Social Policy Committee
March 20, 2001 Economic Vitality, Small Business & Social Policy Committee
Meeting

4. Mr. Brinkin notes that the HRC explored the possibility of including Employment Discrimination Posters with other mailings from the Office of the Treasurer in order to reduce postage costs. However, as Mr. Brinkin states in the Attachment to this report, the Treasurer recommended against this option.

Recommendations:

1. Amend the proposed ordinance to delete the phrase "...and applicants for employment..." from page three, line 11.
2. Amend the proposed ordinance to delete the word "annually" from page three, line 16.
3. Amend the proposed ordinance to add the phrase "*and annually to all new such businesses*" to the end of the proposed language on page three, line 17.
4. Approve the proposed ordinance, as amended.


Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Stephen Kawa

City and County of San Francisco

Human Rights Commission



Willie Lewis Brown, Jr.
Mayor

Contract Compliance
Dispute Resolution/Fair Housing
Minority/Women/Local Business Enterprise
Lesbian Gay Bisexual Transgender & HIV Discrimination

Virginia M. Harmon
Interim Director

MEMORANDUM

TO: Budget Analyst
FROM: Larry Brinkin
Senior Contract Compliance Officer
SUBJECT: Poster Legislation
DATE: March 14, 2001

Supervisor Mark Leno has introduced legislation that would require businesses in San Francisco to affix the Human Rights Commission's employment discrimination poster to the walls of employee areas. Chapter 12B of the Administrative Code already requires this posting by City contractors; Supervisor Leno's legislation extends the requirements to all businesses. The legislation names the Human Rights Commission as the City department responsible for notifying businesses of this new obligation and for providing businesses with the poster.

Commission staff met with Supervisor Leno and representatives of the Treasurer's office. The Treasurer's staff said there were presently approximately 75,000 businesses in San Francisco, and that typically there are 10,000 new businesses established per year. We asked the Treasurer's staff whether we could include the HRC materials in a mailing from their office. They recommended against doing that, in that when businesses get such things as tax bills, they typically throw away extra materials and the HRC poster and instructions would probably meet that fate.

We checked with the City's Reproduction Bureau, a division of the Purchasing Department, for the cost to reproduce and mail a letter and poster to 75,000 businesses. Their response was as follows:

Printing and folding the 2-color poster	\$3443.15
Printing and folding the letter	2891.87
Labeling the envelopes	2632.50
Inserting two pieces into envelopes	1500.00
Postage with bar-coding	<u>22770.00</u>
Total	\$33,237.52

Therefore, \$33,237.52 (or 44.3 cents per unit) is the approximate cost for a mailing in FY 00-01. In FY 01-02 and subsequent fiscal years, based on the unit price of 44.3 cents, we estimate an expenditure of approximately \$4,430 for mailings to new businesses (10,000 per year).

As presently drafted, the ordinance has two mistakes. It requires posting in a location where applicants for employment would see the notice, which is impractical and should be stricken. It also calls for an annual mailing to all businesses. This is unnecessary and costly. I spoke with Supervisor Leno's office and our Deputy City Attorney, and everyone agrees that the ordinance should be amended to require a one-time mailing to all businesses, and an annual



25 Van Ness Avenue, Suite 800, San Francisco CA 94102-6033
Tel (415) 252-2500 • Fax (415) 431-5764 • TTY/TDD (415) 252-2550 • <http://www.ci.sf.ca.us/shumanrights>
The office location is accessible to and accommodates people with disabilities.



Budget Analysis
March 14, 2001
Page 2 of 2

mailing to new businesses. These changes can be made in committee, and Supervisor Leno intends to propose them. The amended language would read as follows:

(d) All employers with a business tax registration certificate from the City shall post in conspicuous places, available to employees, a non-discrimination in employment notice in such form and content as shall be created and approved by the Human Rights Commission. The notice shall inform employees that employers are prohibited from discriminating in the recruitment, selection, training, promotion and termination of employees based on any of the categories specified in this section. The notice shall measure at least 8-1/2 by 11 inches and be in ten-point type or larger. The notice shall be distributed by the Human Rights Commission to all businesses with a business tax registration issued by the Tax Collector and annually to all new such businesses.

Please feel free to call me at 415-252-2510 if you would like additional information.



City and County of San Francisco

Meeting Minutes

Economic Vitality, Small Business and Social Policy Committee

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie

City Hall
1 Dr. Carlton B.
Goodlett Place

[All Committees]
Government Document Section
Main Library

Clerk: Deborah Muccino

Tuesday, March 20, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

MEETING CONVENED

The meeting convened at 10:04 am.

010357 [Liquor Licence Transfer, 22 Peace Plaza, #160]

Hearing to consider that the issuance and transfer of a Type 48 on-sale general public premises liquor license from 1790 Post Street to 22 Peace Plaza #160, District 5, to Akira Abe for "M's Projects, Inc." will serve the convenience of the people of the City and County of San Francisco.

2/22/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Inspector Dave Falzon, SFPD; Akira Abe, applicant.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST.

Resolution determining that the issuance and transfer of a Type 48 on-sale general public premises liquor license from 1790 Post Street to 22 Peace Plaza #160, District 5, to Akira Abe for "M's Projects, Inc." will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010436 [Federal grant for District Attorney's "Violence Against Women Vertical Prosecution" Program] Supervisor Newsom

Resolution authorizing the District Attorney of the City and County of San Francisco to retroactively apply for, accept and expend funds made available through the Office of Criminal Justice Planning for a project entitled "Violence Against Women Vertical Prosecution" and waiving indirect costs due to funding constraints. (District Attorney)

3/7/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Teresa Serata, District Attorney's Office.

RECOMMENDED.. by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

DOCUMENTS DEPT

MAR 22 2001

SAN FRANCISCO
PUBLIC LIBRARY

010141 [Post Non-Discrimination Notice]**Supervisors Leno, Maxwell, McGoldrick**

Ordinance amending Section 3303 of the San Francisco Police Code to require employers to post a non-discrimination in employment notice created and distributed by the Human Rights Commission.

1/22/01, ASSIGNED UNDER 30 DAY RULE to Economic Vitality, Small Business and Social Policy Committee, expires on 2/21/2001.

Heard in committee. Speakers: Supervisor Leno; Larry Brinkin, Human Rights Commission; Marcus Arana; Sheryl Harris.

3/20/01 Amended on Page 3, line 11, after employees, delete "and applicants for employment"; on line 15, after measure, add "at least"; on line 16, after Commission, delete "annually"; on line 17, after Collector, add "and annually to all new such businesses."

AMENDED.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010348 [Money Wire Transfer Service]**Supervisor Sandoval**

Draft ordinance amending Part II, Chapter VIII, of the San Francisco Municipal Code (Police Code) by adding Sections 650-650.5 to Article 9, prohibiting persons that transmit money from charging an unreasonable fee.

2/20/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee. Sponsor requests this item be scheduled for consideration at the March 20, 2001 meeting.

2/26/01, SUBSTITUTED. Supervisor Sandoval submitted a draft ordinance in Board.

2/26/01, ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: John Henry, aide to Supervisor Gonzalez; Gabriel Cabrera, Legislative Analyst; Julia Friedlander, Deputy City Attorney; Mauricio Aviles, Arriba Juntos and the Salvadorian Emergency Committee; Consul General of Ecuador; Bob Garcia, Coalition for Non-Bank Funds Transmitters Group; Ted Lakey, Deputy City Attorney; Michael Kass, California Bankers Association.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

ADJOURNMENT

The meeting adjourned at 11:18 am.

90.239
3
1/3/01
CITY AND COUNTY



OF SAN FRANCISCO

APR - 2 2001

BOARD OF SUPERVISORS

SAN FRANCISCO
PUBLIC LIBRARY

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

March 29, 2001

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: April 3, 2001 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 1 – File 01-0493

Department: Mayor's Criminal Justice Council (MCJC)

Item: Resolution authorizing the Mayor's Criminal Justice Council to retroactively accept and expend grant funds in the amount of \$592,198 from the Office of Criminal Justice Planning (OCJP), State of California, from funds made available under the Juvenile Accountability Incentive Block Grant (JAIBG).

Grant Amount: \$592,198

Source of Funds: Federal Juvenile Accountability Incentive Block Grant (JAIBG) through the State of California Office of Criminal Justice Planning

Grant Period: April 1, 2001 through June 30, 2002 (15 months-See Comment No. 1.)

Indirect Costs: \$900

Matching Funds: \$65,800 or 10% of the total \$657,998 project budget. According to Mr. Eugene Clendinen of MCJC, \$27,000 is

General Fund monies appropriated in the FY 2000-01 Department of Juvenile Probation budget. The remaining \$38,800 is from the Federal Office Of Justice Programs Drug Court Enhancement grant and is appropriated in the FY 2000-01 Juvenile Drug Court budget.

Description:

The California Office of Criminal Justice Planning allocates these grant funds to Counties based on a formula that takes into consideration each County's crime index and law enforcement expenditures. Under this formula, the City and County of San Francisco has been awarded \$592,198 for April 1, 2001 to March 31, 2002. (See Comment No. 1.) This is the third year of this ongoing Federal block grant.

The Mayor's Criminal Justice Council is the San Francisco City and County agency that designates the programs to provide the applicable youth services to youth either in the juvenile justice system or at-risk of entering the juvenile justice system.

Budget:

The subject block grant funds of \$592,198 plus the City's matching funds of \$65,800, for total project cost of \$657,998, would be expended for the following programs:

Mission District Serious Juvenile
Offender Program (\$35,000)

\$35,000 would fund an existing program of Police Inspector Overtime for the Juvenile Justice Local Action Plan Safe Corridor Program. The Safe Corridor Program provides a team comprised of a Juvenile Probation Officer, a Police Officer, and a Community Outreach Worker to conduct home visits of the most serious juvenile offenders in the Mission District to ensure that the youth are in compliance with the conditions of their probation. Home visits are done at night and occur at least three times a week.

0382 Police Inspector Overtime (150 hours x \$57.88/hour for 4/1/01 to 6/30/01)	\$8,682
(431 hours x \$61.06/hour for 7/1/01 to 3/30/02)	<u>\$26,318</u>
Total	<u>\$35,000</u>

Public Defender's Office (\$157,210)

The subject funds would provide \$157,210 for two 8174 Civil and Criminal Attorneys in the Public Defender's Office. Both are existing positions that were originally created to reduce the backlog of Juvenile Court cases while providing better placement and coordination with schools and outreach services to juvenile offenders.

1.0 FTE 8174 Civil and Criminal Attorney Salary (\$2,497.54 biweekly x 26 pay periods)	\$64,936
Fringe Benefits (24% of Salary)	<u>15,585</u>
Subtotal	\$80,521

1.0 FTE 8174 Civil and Criminal Attorney Salary (\$2,378.69 biweekly x 26 pay periods) (rounded)	\$61,846
Fringe Benefits (24% of Salary)	<u>14,843</u>
Subtotal	\$76,689

Total	<u>\$157,210</u>
-------	------------------

Juvenile Probation Department
Project Manager (\$99,924)

The subject funds would provide \$99,924 to continue to support a Juvenile Probation Department Project Manager for the Juvenile Hall Replacement Project. This position coordinates the day-to-day issues regarding the relocation of the facility, including the timing of the relocation and related deadlines.

1.0 FTE 1372 Special Assistant XIII: Transition Team Leader

Salary (\$2,940 x 6 pay periods for 4/1/01 to 6/30/01)	\$17,640
(\$3,087 x 7 pay periods for 7/1/01 to 9/30/01)	21,609
(\$3,179.61 x 13 pay periods for 10/1/01 to 3/31/02) (rounded)	<u>41,335</u>
	\$80,584
Fringe Benefits (24% of Salary)	<u>19,340</u>
Total	<u>\$99,924</u>

Mr. Clendinen advises that the July 1, 2001 salary increase for the Special Assistant is a step increase. The October 1, 2001 increase is an expected MOU-related increase.

Juvenile Hall Temporary Relocation Project (\$90,720)

\$90,720 would fund the ongoing activities within the remaining portions of the Juvenile Hall at 375 Woodside Avenue during the construction of a replacement detention center at the same site. This allocation covers a portion of the Juvenile Probation Department's costs for temporary relocation of activities during the 24-month construction period that Mr. Clendinen anticipates will begin in late November of 2001.

Orientation/training for move and temporary operations	\$20,000
Telecommunications Connections	1,800
T-1 Lines	25,600
Software Licenses	4,000
Ropes and Stands to provide direction and deter entry	2,100
Install key switch in elevators to limit access	1,430
Relocate metal detection system to service building	2,000
Install vision panel and electronic access to Juvenile Hall	4,000
Moving Costs for Receiving Unit, Chapel, Girls Unit, Multi-Purpose Room and Dentist	24,670

BOARD OF SUPERVISORS
BUDGET ANALYST

Color Coding and Signage for Administration
Building at night

5,120
\$90,720

Mayor's Beacon School Initiative

\$95,000

The \$95,000 subject funds would continue to fund services for juvenile offenders participating in the Mayor's Beacon School Initiative. The services provided include after school tutoring, life skills workshops, job training, health education, and case management services. The project is jointly managed by the Department of Children Youth and Families, Juvenile Probation, and the Mayor's Criminal Justice Council.

According to Mr. Clendinen, the eight Beacon Case Management Program sites (and service providers) would continue to receive funds from the subject grant. Mr. Clendinen advises that the total cost of the Beacon Program is \$400,000, \$95,000 of which comes from the subject grant. Of the \$95,000, each of the following eight providers would receive \$11,875.

- Bayview Hunters Point Community Beacon Center (Bayview Hunters Point Foundation)
- Chinatown Beacon Center (Wu Yee Children's Services)
- Community Bridges Beacon (Mission) (St. John's Educational Thresholds)
- OMI/Excelsior Neighborhood Beacon Center (YMCA of San Francisco)
- Richmond Village Beacon (Richmond District Neighborhood Center)
- Sunset Neighborhood Community Beacon Center (Aspira Foster Care Services)
- Vistacion Valley Community Beacon Center (Vistacion Valley Community Center)
- Western Addition Beacon Center (Morrisania West Inc.)

Juvenile Drug Court (\$171,514)

\$171,514 would continue to fund Juvenile Drug Court services for short term residential treatment beds, drug testing, clinical supervision, case management and other costs associated with Drug Court. The total cost of the program is administered through the courts and would utilize the following two community-based providers under existing contracts.

Walden House	\$104,115
BRAVA	20,786
1.0 FTE Education Coordinator	38,800
(independent contractor with Drug Court)	
Drug Tests	<u>7,813</u>
Total	<u>\$171,514</u>

Equipment (\$6,630)

Mr. Clendinen advises that these funds would be used to purchase two-way radios, radio holders, and utility belts for Juvenile Probation Officers who escort juvenile offenders through Juvenile Hall during the reconstruction. Mr. Clendinen explains that the construction will require juvenile offenders to be escorted a much longer distance to a courtroom than is currently required. The radios would facilitate safety and communication among the Juvenile Probation Officers. He further advises that the radios would provide communication at night between the front door of the temporary facility and the visitor reception area.

15 two-way radios	
(12 3-Band x \$300 each and	
3 10-Band x \$500 each)	\$5,100
15 radio holders x \$36 each	540
15 utility belts x \$66 each	<u>990</u>
Total	<u>\$6,630</u>

Travel and Per Diem \$1100

According to Mr. Clendinen, these funds would cover the travel and per diem expenses for two MCJC staff members to attend two mandatory training sessions sponsored by the State Office of Criminal Justice Planning. He advises that one conference would be held in Northern California and the other would be in Southern California. This allocation includes \$200 for registration fees, \$316 for lodging, \$160 for per diem, and \$424 for airfare.

Indirect Costs

\$900

These funds would pay for an audit to be conducted by the Controller's Office. Mr. Clendinen advises that the audit is required by OCJP and that the costs were estimated based on the cost of prior year audits.

Comments:

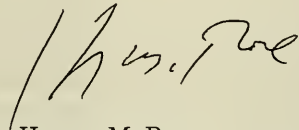
1. Mr. Clendinen notes that in prior years the grant period was for one year from April 1 through March 31. This year, however, OCJP has extended the grant period for 15 months from April 1, 2001 through June 30, 2002. Mr. Clendinen explains that the extended grant period for this next year is because OCJP plans for the grant period in future years to be July 1 through June 30 in order to be consistent with the fiscal year of most local government recipients. He further explains that the proposed \$592,198 grant amount is intended to fund only twelve months of services (through March 31, 2002) and that OCJP would provide additional funds to pay for services during April, May, and June of 2002.

2. Mr. Clendinen notes that the subject grant is reimbursement-based, meaning that City General Funds will initially fund the grant expenditures and MCJC will be subsequently reimbursed by the State. He further notes that the reason the proposed resolution is retroactive is because the grant period will begin on April 1, 2001 and the program will be expending the funds that day. Mr. Clendinen notes that the delay in bringing the proposed resolution to the Board of Supervisors was because the OCJP application packet was not available until late January with an application deadline of March 2. Mr. Clendinen notes that as soon as the application was submitted, MCJC began preparing the proposed resolution.

3. Mr. Clendinen advises that the three continuing positions (two 8174 Civil and Criminal Attorneys and one 1372 Special Assistant XIII) are already "G" or Grant coded. The proposed resolution states that the positions would be designated "G" and would terminate when the grant expires.

4. The Attachment contains the Grant Information Form, which was provided by the Mayor's Criminal Justice Council and includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Stephen Kawa

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

- 1. Grant Title: **Juvenile Accountability Incentive Block Grant**
- 2. Department: **Mayor's Criminal Justice Council**
- 3. Contact Person: **Eugene Clendinen** Telephone: **(415) 554-6260**
- 4. Grant Approval Status (check one):

☐ Approved by funding agency☒ Not yet approved

***Application is Non-Competitive**
- 5. Amount of Grant Funding Approved or Applied for: **\$592,198**
- 6a. Matching Funds Required: **\$65,800**
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: **Office of Justice Programs (Federal)**
b. Grant Pass-Through Agency (if applicable): **Office of Criminal Justice Planning (State)**
- 8. Proposed Grant Project Summary: See attached Budget Narrative in resolution packet.
- 9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **April 1, 2001**End-Date: **June 30, 2002**
- 10. Number of new positions created and funded: **No new positions. Three positions are continuing.**
- 11. If new positions are created, explain the disposition of employees once the grant ends?
- 12a. Amount budgeted for contractual services: **\$227,714 is available for Community Based Organization (CBO) grants.**
b. Will contractual services be put out to bid? **N/A**
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? **N/A**

d. Is this likely to be a one-time or ongoing request for contracting out?

13a. Does the budget include indirect costs?

☒ Yes

☐ No

b1. If yes, how much? \$ **\$900 for Audit Costs**

b2. How was the amount calculated? **Estimate based on last years audit costs.**

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: **N/A**

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☐ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Dee Schexnayder
(Name)

Date Reviewed: _____

Department Approval: Eugene G. Clendinen
(Name)

Acting Director, Mayor's Criminal Justice Council
(Title)

(Signature)



City and County of San Francisco
Meeting Minutes
Economic Vitality, Small Business and Social Policy
Committee

City Hall
 1 Dr. Carlton B.
 Goodlett Place
 San Francisco, CA
 94102-4689

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie Maxwell

Clerk: Deborah Muccino

Tuesday, April 03, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

DOCUMENTS DEPT.

APR - 5 2001

SAN FRANCISCO
 PUBLIC LIBRARY

MEETING CONVENED

The meeting convened at 10:05 am.

010493 [State Grant]
Mayor

Resolution authorizing the Mayor's Criminal Justice Council (MCJC) to retroactively accept and expend funds in the amount of \$592,198 from the Office of Criminal Justice Planning (OCJP), State of California, from funds made available under the Juvenile Accountability Incentive Block Grant (JAIBG) Program.

3/19/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Eugene Clendine, Mayor's Criminal Justice Council; Ernest Brown, Walden House. Continued to Meeting of April 17, 2001.

CONTINUED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010465 ["No Turn Away Policy," Homeless Families]
Supervisor Gonzalez

Hearing to evaluate San Francisco's "No Turn Away Policy" in regards to homeless families which was passed by the Board of Supervisors in 1998 and to address ways which the City can support efforts to place families in permanent housing.

3/12/01, RECEIVED AND ASSIGNED to Housing, Transportation and Land Use Committee.

3/21/01, TRANSFERRED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Maggie Donahue, Director, Housing and Homeless Services, Department of Human Resources; Supervisor Gonzalez; Sandra Stewart; Jackie Henderson; Jennifer Friedenbach; Trent Rhoer, Acting Director, Department of Human Resources; Tina Garcia; Kathleen Gray; Lola Leija; Miguel Cabrera; Vivienne Johnson; Sister Bernie Galvin; Bianca Henry; Alfonzo Abdul Gaddies; Lauren Porter; Helen Meier; Daniel Pascoe; Abdalla Megahed; Reverend Christian Frederick Seagrave; Ron Groshardt; Barbara Brown; Stephanie Hughes; Eloise Patton; Kimberly Scarbo; Krea Gomez; Vivian Harris; Edward Evans; Walter Broad; Gene Christian; Carletta Jackson Lane; Patricia Nelson Doyle; Helen Birch; Anna Morrow; Cindy Ward, Department of Human Resources; Tom Gomez; Moira O'Donnell; John Wilson.

FILED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010197 [Use of cell phone while driving]
Supervisors Ammiano, McGoldrick

Hearing to inquire into ways to encourage drivers to refrain from using cell phones while driving.
1/29/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Speakers: None.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

ADJOURNMENT

The meeting adjourned at 12:45 pm.

[Budget Analyst Report]

Susan Hom

Main Library-Govt. Doc. Section

DOCUMENTS DEPT.

CITY AND COUNTY



OF S.

APR 16 2001

BOARD OF SUPERVISORS

SAN FRANCISCO
PUBLIC LIBRARY

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

April 12, 2001

TO: Economic Vitality, Small Business and Social Policy Committee

FROM: Budget Analyst

SUBJECT: April 17, 2001 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 1 - File 01-0493

Note: This item was continued by the Economic Vitality, Small Business and Social Policy Committee at its meeting of April 3, 2001.

Department: Mayor's Criminal Justice Council (MCJC)

Item: Resolution authorizing the Mayor's Criminal Justice Council to retroactively accept and expend grant funds in the amount of \$592,198 from the Office of Criminal Justice Planning (OCJP), State of California, from funds made available under the Juvenile Accountability Incentive Block Grant (JAIBG).

Grant Amount: \$592,198

Source of Funds: Federal Juvenile Accountability Incentive Block Grant (JAIBG) through the State of California Office of Criminal Justice Planning

Grant Period: April 1, 2001 through June 30, 2002 (15 months-See Comment No. 1.)

Indirect Costs: \$900

Matching Funds: \$65,800 or 10% of the total \$657,998 project budget. According to Mr. Eugene Clendinen of MCJC, \$27,000 is General Fund monies appropriated in the FY 2000-01 Department of Juvenile Probation budget. The remaining \$38,800 is from the Federal Office Of Justice Programs Drug Court Enhancement grant and is appropriated in the FY 2000-01 Juvenile Drug Court budget.

Description: The California Office of Criminal Justice Planning allocates these grant funds to Counties based on a formula that takes into consideration each County's crime index and law enforcement expenditures. Under this formula, the City and County of San Francisco has been awarded \$592,198 for April 1, 2001 to March 31, 2002. (See Comment No. 1.) This is the third year of this ongoing Federal block grant.

The Mayor's Criminal Justice Council is the San Francisco City and County agency that designates the programs to provide the applicable youth services to youth either in the juvenile justice system or at-risk of entering the juvenile justice system.

Budget: The subject block grant funds of \$592,198 plus the City's matching funds of \$65,800, for total project cost of \$657,998, would be expended for the following programs:

Mission District Serious Juvenile
Offender Program (\$35,000)

\$35,000 would fund an existing program of Police Inspector Overtime for the Juvenile Justice Local Action Plan Safe Corridor Program. The Safe Corridor Program provides a team comprised of a Juvenile Probation Officer, a Police Officer, and a Community Outreach Worker to conduct home visits of the most serious juvenile offenders in the Mission District to ensure that the youth are in compliance with the conditions of their probation. Home visits are done at night and occur at least three times a week.

Memo to Economic Vitality, Small Business and Social Policy Committee
April 17, 2001 Economic Vitality, Small Business & Social Policy Committee Meeting

0382 Police Inspector Overtime (150 hours x \$57.88/hour for 4/1/01 to 6/30/01)	\$8,682
(431 hours x \$61.06/hour for 7/1/01 to 3/30/02)	<u>\$26,318</u>
Total	<u>\$35,000</u>

Public Defender's Office (\$157,210)

The subject funds would provide \$157,210 for two 8174 Civil and Criminal Attorneys in the Public Defender's Office. Both are existing positions that were originally created to reduce the backlog of Juvenile Court cases while providing better placement and coordination with schools and outreach services to juvenile offenders.

1.0 FTE 8174 Civil and Criminal Attorney	
Salary (\$2,497.54 biweekly x 26 pay periods)	\$64,936
Fringe Benefits (24% of Salary)	<u>15,585</u>
Subtotal	\$80,521

1.0 FTE 8174 Civil and Criminal Attorney	
Salary (\$2,378.69 biweekly x 26 pay periods) (rounded)	\$61,846
Fringe Benefits (24% of Salary)	<u>14,843</u>
Subtotal	\$76,689

Total	<u>\$157,210</u>
-------	------------------

Juvenile Probation Department
Project Manager (\$99,924)

The subject funds would provide \$99,924 to continue to support a Juvenile Probation Department Project Manager for the Juvenile Hall Replacement Project. This position coordinates the day-to-day issues regarding the relocation of the facility, including the timing of the relocation and related deadlines.

Memo to Economic Vitality, Small Business and Social Policy Committee
April 17, 2001 Economic Vitality, Small Business & Social Policy Committee Meeting

1.0 FTE 1372 Special Assistant XIII: Transition Team Leader

Salary (\$2,940 x 6 pay periods for 4/1/01 to 6/30/01)	\$17,640
(\$3,087 x 7 pay periods for 7/1/01 to 9/30/01)	21,609
(\$3,179.61 x 13 pay periods for 10/1/01 to 3/31/02) (rounded)	<u>41,335</u>
	\$80,584
Fringe Benefits (24% of Salary)	<u>19,340</u>
Total	<u>\$99,924</u>

Mr. Clendinen advises that the July 1, 2001 salary increase for the Special Assistant is a step increase. The October 1, 2001 increase is an expected MOU-related increase.

Juvenile Hall Temporary Relocation Project (\$90,720)

\$90,720 would fund the ongoing activities within the remaining portions of the Juvenile Hall at 375 Woodside Avenue during the construction of a replacement detention center at the same site. This allocation covers a portion of the Juvenile Probation Department's costs for temporary relocation of activities during the 24-month construction period that Mr. Clendinen anticipates will begin in late November of 2001.

Orientation/training for move and temporary operations	\$20,000
Telecommunications Connections	1,800
T-1 Lines	25,600
Software Licenses	4,000
Ropes and Stands to provide direction and deter entry	2,100
Install key switch in elevators to limit access	1,430
Relocate metal detection system to service building	2,000
Install vision panel and electronic access to Juvenile Hall	4,000
Moving Costs for Receiving Unit, Chapel, Girls Unit, Multi-Purpose Room and Dentist	24,670

BOARD OF SUPERVISORS
BUDGET ANALYST

Color Coding and Signage for Administration
Building at night

\$5,120
\$90,720

Mayor's Beacon School Initiative

\$95,000

The \$95,000 subject funds would continue to fund services for juvenile offenders participating in the Mayor's Beacon School Initiative. The services provided include after school tutoring, life skills workshops, job training, health education, and case management services. The project is jointly managed by the Department of Children Youth and Families, Juvenile Probation, and the Mayor's Criminal Justice Council.

According to Mr. Clendinen, the eight Beacon Case Management Program sites (and service providers) would continue to receive funds from the subject grant. Mr. Clendinen advises that the total cost of the Beacon Program is \$400,000, \$95,000 of which comes from the subject grant. Of the \$95,000, each of the following eight providers would receive \$11,875.

- Bayview Hunters Point Community Beacon Center (Bayview Hunters Point Foundation)
- Chinatown Beacon Center (Wu Yee Children's Services)
- Community Bridges Beacon (Mission) (St. John's Educational Thresholds)
- OMI/Excelsior Neighborhood Beacon Center (YMCA of San Francisco)
- Richmond Village Beacon (Richmond District Neighborhood Center)
- Sunset Neighborhood Community Beacon Center (Aspira Foster Care Services)
- Vistacion Valley Community Beacon Center (Vistacion Valley Community Center)
- Western Addition Beacon Center (Morrisania West Inc.)

Juvenile Drug Court (\$171,514)

\$171,514 would continue to fund Juvenile Drug Court services for short term residential treatment beds, drug testing, clinical supervision, case management and other costs associated with Drug Court. The total cost of the program is administered through the courts and would utilize the following two community-based providers under existing contracts.

Memo to Economic Vitality, Small Business and Social Policy Committee
April 17, 2001 Economic Vitality, Small Business & Social Policy Committee Meeting

Walden House	\$104,115
BRAVA	20,786
1.0 FTE Education Coordinator	38,800
(independent contractor with Drug Court)	
Drug Tests	<u>7,813</u>
Total	<u>\$171,514</u>

Equipment (\$6,630)

Mr. Clendinen advises that these funds would be used to purchase two-way radios, radio holders, and utility belts for Juvenile Probation Officers who escort juvenile offenders through Juvenile Hall during the reconstruction. Mr. Clendinen explains that the construction will require juvenile offenders to be escorted a much longer distance to a courtroom than is currently required. The radios would facilitate safety and communication among the Juvenile Probation Officers. He further advises that the radios would provide communication at night between the front door of the temporary facility and the visitor reception area.

15 two-way radios	
(12 3-Band x \$300 each and	
3 10-Band x \$500 each)	\$5,100
15 radio holders x \$36 each	540
15 utility belts x \$66 each	<u>990</u>
Total	<u>\$6,630</u>

Travel and Per Diem \$1100

According to Mr. Clendinen, these funds would cover the travel and per diem expenses for two MCJC staff members to attend two mandatory training sessions sponsored by the State Office of Criminal Justice Planning. He advises that one conference would be held in Northern California and the other would be in Southern California. This allocation includes \$200 for registration fees, \$316 for lodging, \$160 for per diem, and \$424 for airfare.

Indirect Costs

\$900

These funds would pay for an audit to be conducted by the Controller's Office. Mr. Clendinen advises that the audit is required by OCJP and that the costs were estimated based on the cost of prior year audits.

Comments:

1. Mr. Clendinen notes that in prior years the grant period was for one year from April 1 through March 31. This year, however, OCJP has extended the grant period for 15 months from April 1, 2001 through June 30, 2002. Mr. Clendinen explains that the extended grant period for this next year is because OCJP plans for the grant period in future years to be July 1 through June 30 in order to be consistent with the fiscal year of most local government recipients. He further explains that the proposed \$592,198 grant amount is intended to fund only twelve months of services (through March 31, 2002) and that OCJP would provide additional funds to pay for services during April, May, and June of 2002.

2. Mr. Clendinen notes that the subject grant is reimbursement-based, meaning that City General Funds will initially fund the grant expenditures and MCJC will be subsequently reimbursed by the State. He further notes that the reason the proposed resolution is retroactive is because the grant period will begin on April 1, 2001 and the program will be expending the funds that day. Mr. Clendinen notes that the delay in bringing the proposed resolution to the Board of Supervisors was because the OCJP application packet was not available until late January with an application deadline of March 2. Mr. Clendinen notes that as soon as the application was submitted, MCJC began preparing the proposed resolution.

3. Mr. Clendinen advises that the three continuing positions (two 8174 Civil and Criminal Attorneys and one 1372 Special Assistant XIII) are already "G" or Grant coded. The proposed resolution states that the positions would be designated "G" and would terminate when the grant expires.

4. The Attachment contains the Grant Information Form, which was provided by the Mayor's Criminal Justice Council and includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.

File Number: _____
(Provided by Clerk of Board of Supervisors)

ATTACHMENT

Grant Information Form
(Effective January 2000)

Page 1 of 2

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Juvenile Accountability Incentive Block Grant**
2. Department: **Mayor's Criminal Justice Council**
3. Contact Person: **Eugene Clendinen** Telephone: **(415) 554-6260**
4. Grant Approval Status (check one):

☐ Approved by funding agency

☒ Not yet approved

*Application is Non-Competitive
5. Amount of Grant Funding Approved or Applied for: **\$592,198**
- 6a. Matching Funds Required: **\$65,800**
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: **Office of Justice Programs (Federal)**
b. Grant Pass-Through Agency (if applicable): **Office of Criminal Justice Planning (State)**
8. Proposed Grant Project Summary: **See attached Budget Narrative in resolution packet.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **April 1, 2001**

End-Date: **June 30, 2002**
10. Number of new positions created and funded: **No new positions. Three positions are continuing.**
11. If new positions are created, explain the disposition of employees once the grant ends?
- 12a. Amount budgeted for contractual services: **\$227,714 is available for Community Based Organization (CBO) grants.**
b. Will contractual services be put out to bid? **N/A**
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? **N/A**

d. Is this likely to be a one-time or ongoing request for contracting out?

ATTACHMENT

Page 2 of 2

13a. Does the budget include indirect costs?

☒ Yes

☐ No

b1. If yes, how much? \$ **\$900 for Audit Costs**

b2. How was the amount calculated? **Estimate based on last years audit costs.**

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: **N/A**

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☐ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Dee Schexnayder
(Name)

Date Reviewed: _____

Department Approval: Eugene G. Clendinen Acting Director, Mayor's Criminal Justice Council
(Name) (Title)

(Signature)

Item 2 – File 01-0539

Department: Mayor's Criminal Justice Council (MCJC)

Item: Resolution authorizing the Mayor's Criminal Justice Council to accept and expend funds in the amount of \$2,831,103 from the State Board of Corrections, from funds made available under Assembly Bill 1913, known as the Schiff-Cardenas Crime Prevention Act of 2000, for programs and approaches that have been demonstrated to be effective in reducing delinquency.

Grant Amount: \$2,831,068 (See Comment No. 1)

Source of Funds: State Board of Corrections from Assembly Bill 1913, the Schiff-Cardenas Crime Prevention Act of 2000

Grant Period: July 1, 2001 through June 30, 2002 (One year)

Indirect Costs: None

Matching Funds: None

Description: The Schiff-Cardenas Crime Prevention Act of 2000 (CPA 2000) (Assembly Bill 1913) provides California counties with a one-year grant to enhance juvenile justice programs and services to help prevent juveniles from entering and reentering the juvenile justice system. Mr. Eugene Clendinen of the MCJC advises that Assembly Bill 1913 provides funds for programs that were demonstrated to be effective through prior funding initiatives, such as the State's Challenge Grant program.

Mr. Clendinen advises that the subject grant will allow the City and County to sustain programs that were first funded through a three-year approximately \$5.4 million State Board of Corrections Crime Enforcement & Accountability Challenge Grant, awarded to MCJC in 1997. It will also allow the City and County to enhance services offered to juvenile offenders. A Local Action Plan formed the basis of the City's application for the Challenge Grant in 1997. Mr. Clendinen explains that San Francisco's Local Action Plan focused on intervention at three key points in a juvenile's life: (1) at the earliest

possible stage before delinquent behavior has begun but when warning signs are evident (2) at the point when a juvenile offender is likely to become a chronic offender and (3) at the point when chronic offenders need a life changing program to avoid becoming adult offenders.

Mr. Clendinen advises that San Francisco updated the 1997 Local Action Plan to apply for the subject grant. The update included reviewing initiatives at the City's youth-serving agencies, reviewing community-based organizations currently funded by youth-serving agencies, updating analysis of relevant statistical trends (including juvenile arrests, referrals to probation and referrals to detention, probation case levels) and updating a 1996 study that profiled youths in custody.

Budget:

The summary budget for the subject grant is as follows:

Personnel	\$301,751
Fringe Benefits	72,420
Community-Based Grants	2,409,612
Equipment	27,000
Supplies	10,285
Other	<u>10,000</u>
TOTAL	\$2,831,068

See below for budget details that support the summary data above.

Mr. Clendinen advises that the subject grant will fund the following 5.3 existing and new FTEs:

Memo to Economic Vitality, Small Business & Social Policy Committee
 April 17, 2001 Economic Vitality, Small Business & Social Policy Committee Meeting

Existing City Positions:

	<u>Salary</u>	<u>Fringe Benefits</u>	<u>Total</u>
2.3 FTEs			
8444 Deputy Probation Officer (Annual Salary \$55,770 x 2.3)	\$128,271	\$30,785 (24%)	\$159,056
1 FTE			
8131 Victim Witness Investigator II	<u>56,452</u>	<u>13,548 (24%)</u>	<u>70,000</u>
Subtotal Existing Positions	\$184,723	\$44,333	\$229,056

New City Positions:

1 FTE			
2587 Health Worker III	49,034	11,768 (24%)	60,802
1 FTE			
2931 MFC Counselor	<u>67,994</u>	<u>16,319 (24%)</u>	<u>84,313</u>
Subtotal New Positions	\$117,028	\$28,087	\$145,115
TOTAL	<u>\$301,751</u>	<u>\$72,420</u>	<u>\$374,171</u>

Mr. Clendinen advises that the existing 2.3 FTE 8444 Deputy Probation Officer positions are currently funded through Challenge Grant monies in the Department of Juvenile Probation's budget. Challenge Grant funding ends June 30, 2001. According to Mr. Clendinen, the one existing 8131 Victim Witness Investigator II position is currently funded through a Fiscal Year 1999-2000 Federal Temporary Assistance to Needy Families (TANF) surplus funds in the Department of Juvenile Probation's budget.

Mr. Clendinen, advises that the subject grant will fund \$2,409,612 in community-based grants, \$1,371,344 of which are existing contracts currently funded by Challenge Grant monies. Mr. Clendinen reports that contracts with all of the following providers will be continued at the same amounts currently funded with the State Board of Corrections Challenge Grant funds, with the exception of the Community Assessment and

BOARD OF SUPERVISORS
BUDGET ANALYST

Referral Center, which currently receives \$641,000 in State Board of Corrections Challenge Grant funds, but which would be reduced by \$85,056 to \$555,944.

• Community Assessment and Referral Center (Huckleberry Youth Programs)	\$555,944
• Life Learning Academy (Delancey Street Foundation)	440,400
• Bayview Safe Haven (San Francisco League of Urban Gardeners)	50,000
• Western Addition Safe Haven (Operation Contact)	25,000
• Beacon Case Management: Each of the following eight providers will receive \$37,500, based on one Case Manager at each site at a salary of \$30,000 and \$6,000 fringe benefits plus \$1,500 for materials and supplies:	
1. Bayview Hunters Point Foundation	
2. Wu Yee Children's Services	
3. St. John's Educational Thresholds	
4. YMCA of San Francisco	
5. Richmond District Neighborhood Center	
6. Aspira Foster Care Services	
7. Vistacion Valley Community Center	
8. Morrisania West Inc.	
Subtotal Beacon Case Management	<u>300,000</u>
Total Existing Community-Based Grants	<u>\$1,371,344</u>

The remaining funds of \$1,038,268 (\$2,409,612 total in community-based grants less \$1,371,344 in existing contracts) will be spent on the following five programs based on Requests for Proposals (RFP) by each of the identified City departments.

Memo to Economic Vitality, Small Business & Social Policy Committee
 April 17, 2001 Economic Vitality, Small Business & Social Policy Committee Meeting

• Robeson-Rivera Academy- Repeat Offender Prevention Program (contract to be awarded by Department of Juvenile Probation)		\$85,500
• Safe Havens (contracts to be awarded by MCJC)		
Mission	\$125,000	
(Ocean-Merced-Ingleside) OMI	<u>200,000</u>	325,000
• Girl Services (contract to be awarded by Department of Juvenile Probation)		260,000
• Intensive Home Based Supervision (contract to be awarded by Department of Juvenile Probation)		100,000
• Mayor's Youth Employment and Education Program (contract to be awarded by Department of Children, Youth and Their Families)		<u>267,768</u>
Total		\$1,038,268

Mr. Clendinen advises that the funds shown in the
 summary budget above for Equipment, Supplies and
 Other Costs will be spent as follows:

Equipment:

10-Passenger Van for the Robeson/Rivera Academy	\$23,000
2 Desktop Computers and Related Software for the Girl Services Program	<u>4,000</u>
Total-Equipment	<u>\$27,000</u>

Supplies:

Curriculum, Health Guides, and Videos for the Girl Services Program	\$6,000
School Supplies for the Robeson/Rivera Academy	<u>4,285</u>
Total-Supplies	<u>\$10,285</u>

Other:

Training budget for Girl Services Program (for training providers on neglect, abuse empowerment, health, and lesbian, gay, transgender, bisexual, queer awareness)	<u>\$10,000</u>
---	-----------------

Comments:

1. Mr. Clendinen advises that the subject grant amount
 is \$2,831,068 rather than the \$2,831,103 identified in the
 proposed resolution. He notes that the \$2,831,103 was
 based on an earlier estimate from the State Board of

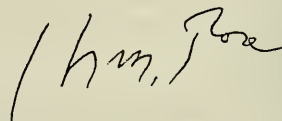
Corrections. Therefore, the proposed resolution should be amended to reflect the correct amount of \$2,831,068.

2. The proposed resolution states that the positions authorized under the grant would be designated "G", or Grant coded, and would terminate when the grant expires.

3. The Attachment contains the Grant Information Form, which was provided by the Mayor's Criminal Justice Council and includes the Disability Access Checklist.

Recommendations:

- (1) Amend the proposed resolution as follows:
 - (a) on page 1, line 2 in the title change \$2,831,103 to \$2,831,068, in accordance with Comment No. 1.
 - (b) on page 2 in the "RESOLVED" clause, change \$2,831,103 to \$2,831,068, in accordance with Comment No. 1.
- (2) Approve the proposed resolution, as amended.



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Stephen Kawa

Grant Information Form
(Effective January 2000)

Page 1 of 2

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. **Grant Title:** Schiff-Cardenas Crime Prevention Act of 2000

2. **Department:** Mayor's Criminal Justice Council

3. **Contact Person:** Eugene Clendinen

Telephone: 554-6260

4. **Grant Approval Status (check one):**

☐ Approved by funding agency

☒ Not yet approved

5. **Amount of Grant Funding Approved or Applied for:** \$2,831,068

6a. **Matching Funds Required:** None

b. **Source(s) of matching funds (if applicable):** N/A

7a. **Grant Source Agency:** California Board of Corrections

b. **Grant Pass-Through Agency (if applicable):**

8. **Proposed Grant Project Summary:** The funding from this grant will enable the City & County of San Francisco to continue to implement San Francisco's Juvenile Justice Local Action Plan designed to intervene and prevent juvenile delinquency in San Francisco.

9. **Grant Project Schedule, as allowed in approval documents, or as proposed:**

Start-Date: July 1, 2001

End-Date: June 30, 2002

10. **Number of new positions created and funded:** Three existing positions will be funded. Two new positions will be created and funded.

11. **If new positions are created, explain the disposition of employees once the grant ends?** The positions will terminate upon completion of the grant.

12a. **Amount budgeted for contractual services:** \$2,409,612 (will be grant agreements)

b. **Will contractual services be put out to bid?** Grant agreements for \$1,371,344 are already in place. Grant agreements will be put out to bid for the remaining \$1,038,268.

c. **If so, will contract services help to further the goals of the department's MBE/WBE requirements?** N/A

d. **Is this likely to be a one-time or ongoing request for contracting out?** N/A

13a. Does the budget include indirect costs?

☐ Yes

☒ No

ATTACHMENT

Page 2 of 2

b1. If yes, how much? N/A

b2. How was the amount calculated? N/A

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☒ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

This application needs to be submitted to the Board of Corrections no later than May 1, 2001.

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☒ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Dee Schexnayder

(Name)

Date Reviewed: 3/20/01

Department Approval: Eugene Clendinen

Acting Director

(Name)

(Title)

(Signature)



City and County of San Francisco

City Hall
1 Dr. Carlton B.

Meeting Minute [All Committees]

Economic Vitality, Small Business
Committee

Government Document Section
Main Library

Supervisors: Gerardo Sandoval, Gavin Newsom

Clerk: Deborah Muccino

Tuesday, April 17, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

MEETING CONVENED

The meeting convened at 10:05 am.

010493 [State Grant]

Mayor

Resolution authorizing the Mayor's Criminal Justice Council (MCJC) to retroactively accept and expend funds in the amount of \$592,198 from the Office of Criminal Justice Planning (OCJP), State of California, from funds made available under the Juvenile Accountability Incentive Block Grant (JAIBG) Program.

3/19/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

4/3/01, CONTINUED. Heard in committee. Speakers: Eugene Clendine, Mayor's Criminal Justice Council; Ernest Brown, Walden House. Continued to Meeting of April 17, 2001.

Heard in committee. Speaker: Eugene Clendinen, Mayor's Criminal Justice Council.

RECOMMENDED.. by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

DOCUMENTS DEPT.

APR 19 2001

SAN FRANCISCO
PUBLIC LIBRARY

010539 [State Grant]

Mayor, Supervisors Maxwell, Sandoval

Resolution authorizing the Mayor's Criminal Justice Council (MCJC) to accept and expend funds in the amount of \$2,831,103 from the State Board of Corrections, from funds made available under Assembly Bill 1913 - known as the Schiff-Cardenas Crime Prevention Act of 2000 (CPA 2000), for programs and approaches that have been demonstrated to be effective in reducing delinquency.

3/26/01, REFERRED FOR ADOPTION WITHOUT COMMITTEE REFERENCE AGENDA AT THE NEXT BOARD MEETING.

4/2/01, SEVERED FROM FOR ADOPTION WITHOUT COMMITTEE REFERENCE AGENDA. Supervisor Gonzalez requested this matter be severed so it could be considered separately.

4/2/01, REFERRED to Economic Vitality, Small Business and Social Policy Committee. Supervisor Gonzalez requested this matter be sent to committee.

Heard in committee. Speakers: Eugene Clendinen, Mayor's Criminal Justice Council; Katie Weinstein, Mayor's Criminal Justice Council; Female Speaker; Edward Lopak, Finance Director, Juvenile Justice Probation Department; Bob Wordsome, Director of Probation Services; Ted Lakey, Deputy City Attorney; Julia Posades, Victims Advocate; Bill Vince, SFPD; Reverend Toni Dunbar; Norma Hotaling, SAGE; Mylar Chambers; N'Tanya Lee; James Sukor, Mayor's Youth Employment and Education Program; Margaret Libby, Coleman Advocates; Margaret Brohman; John Osaki, Japanese Center Youth Center; Eli Horn; Michael Funk; Male Speaker; Peter Bull, Coleman Advocates; Jermaine King; Damon Hale, President, Juvenile Probation Commission; Laurie Belton; Darren Allen; Mauricio Avila; Jeff Hyman.

4/17/01 Amend title on page one, line two, change the amount "\$2,831,103" to "\$2,831,068"; amend title on page one, line seven, after "delinquency" add "as amended by the Board." On page two, line nine, change "\$2,831,103" to "\$2,831,068"; on page three, line three, after "reports" add "and, be it". And, add a final further resolved clause: "Further Resolved, that the programs approved for funding through this resolution are hereby amended by deleting the \$159,056 funding for the 2.3 FTE's 8444 Deputy Probation Officers, and transferring those funds to the Intensive Home Based Supervision Program, the funds for that program now being \$259,056."

AMENDED.

Resolution authorizing the Mayor's Criminal Justice Council (MCJC) to accept and expend funds in the amount of \$2,831,068 from the State Board of Corrections, from funds made available under Assembly Bill 1913 - known as the Schiff-Cardenas Crime Prevention Act of 2000 (CPA 2000), for programs and approaches that have been demonstrated to be effective in reducing delinquency, as amended by the Board.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

010391 [Information technology and City's web site]

Supervisor Daly

Hearing to explore ways to improve the information technology of San Francisco and the City's web site.

2/26/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Speakers: None

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010600 [Miguel Covarrubias Mural, Ferry Building]
Supervisor Sandoval

Hearing on the treatment of the Miguel Covarrubias murals in the World Trade Center portion of the Ferry Building and the status of their removal from the harms of construction that is currently underway at that location.

4/2/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Doug Wong, Port Authority; Alan Bashwater; Rich Newirth, Director, Arts Commission; Adrianna Williams, Author; Lilia Aguilera, Mexican Consulate; Masha Zakheim, Articulate Art; Joan Ramelsberg.

FILED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

ADJOURNMENT

The meeting adjourned at 1:11 pm.

0.
SF
90.239
1
1/01
Cancelled

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

NOTICE OF CANCELLED MEETING

**ECONOMIC VITALITY, SMALL BUSINESS AND SOCIAL POLICY
COMMITTEE**

SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that the meeting of the Economic Vitality, Small Business and Social Policy Committee scheduled for Tuesday, May 1, 2001 at 10:00 am at 1 Dr. Carlton B. Goodlett Place, Room 263, City Hall, San Francisco, California, has been **cancelled.**

Gloria L. Young, Clerk of the Board

DOCUMENTS DEPT.

APR 27 2001

SAN FRANCISCO
PUBLIC LIBRARY

ECONOMIC VITALITY, SMALL BUSINESS
& SOCIAL POLICY COMMITTEE
S.F. BOARD OF SUPERVISORS
CITY HALL, ROOM 244
1 DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102-4689

IMPORTANT HEARING NOTICE!!!

41 Library
100 Larkin Street Govt Information Center

0.239

5/01

DOCUMENTS DEPT CITY AND COUNTY

MAY 14 2001

SAN FRANCISCO
PUBLIC LIBRARY



OF S

[Budget Analyst Report]

Susan Hom

Main Library-Govt. Doc. Section

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

May 10, 2001

TO: Economic Vitality, Small Business and Social Policy Committee

FROM: Budget Analyst

SUBJECT: May 15, 2001 Economic Vitality, Small Business and Social Policy
Committee Meeting

Item 3 – File 01-0770

Department: District Attorney

Item: Resolution authorizing the District Attorney to retroactively accept and expend funds made available through The Office of Criminal Justice Planning for a project entitled "Elder Abuse Vertical Prosecution" and waiving indirect costs due to funding constraints.

Grant Amount: \$120,000 (see Comment No. 1)

Source of Funds: State of California Office of Criminal Justice Planning (OCJP)

Grant Period: April 1, 2001 through March 31, 2002

Indirect Costs: None. The proposed resolution would waive indirect costs in order to maximize the amount of monies available for the Program's direct costs.

Matching Funds: None

Description: The subject grant would support the continuation of the Elder Abuse Vertical Prosecution Program. The Program

is designed to combat mistreatment of older persons and dependent adults who are victims of physical, sexual or psychological violence, neglect of care, financial abuse and fraud. The Program began in FY 2000-2001 with \$120,000 of grant funds from the Office of Criminal Justice Planning and the subject grant would allow it to continue for an additional year. The Program provides specialized training in all aspects of investigation and prosecution of crimes against the elderly and abuse of dependent adults. In the vertical prosecution process, one attorney handles every aspect of the prosecution from charging through sentencing. This Program is intended to result in higher conviction rates and more consistent victim contact. Ms. Teresa Serata advises that from April 1, 2000 through March 31, 2001, the Program vertically prosecuted 30 people. Ms. Serata anticipates that the number of people prosecuted through the program during the April 1, 2001 through March 31, 2002 grant period will again be 30.

Budget: The proposed grant funds of \$120,000 would be expended as follows:

Personnel

0.80 FTE 8178 Senior Attorney-Civil and Criminal	
Salary (\$3,110.40 biweekly x 6.50 pay periods)	\$20,218
(\$3,172.80 biweekly x 13.57 pay periods)	43,055
(\$3,268.00 biweekly x 6.00 pay periods)	<u>19,608</u>
	82,881
Fringe Benefits (21%)	<u>17,413</u>
Subtotal-Senior Attorney	\$ 100,294
 0.10 FTE 1823 Senior Administrative Analyst	
Salary (\$241.80 biweekly x 1.14 pay periods)	\$ 276
(253.90 biweekly x 5.40 pay periods)	1,371
(259.00 biweekly x 13.57 pay periods)	3,515
(266.70 biweekly x 6.00 pay periods)	<u>1,600</u>
	6,762
Fringe Benefits (24.4%)	<u>1,648</u>
Subtotal-Senior Administrative Analyst	\$ 8,410

Memo to Economic Vitality, Small Business & Social Policy Committee
May 15, 2001 Economic Vitality, Small Business & Social Policy Committee Meeting

0.05 FTE 8146 District Attorney's Investigator	
Salary (\$134.25 biweekly x 6.50 pay periods)	\$ 873
(136.95 biweekly x 13.57 pay periods)	1,858
(141.05 biweekly x 6.00 pay periods)	<u>846</u>
	3,577
Fringe Benefits (35.6%)	<u>1,274</u>
Subtotal-District Attorney's Investigator	\$ 4,851
 Subtotal-Personnel Costs	 <u>\$113,555</u>
 <u>Non-Personnel Costs</u>	
Telephone	\$ 855
Materials and Supplies	380
Printing and Subscription	380
Audit Costs	1,000
Litigation Expenses	2,990
Training and Travel	<u>840</u>
 Subtotal-Non-Personnel Costs	 <u>\$ 6,445</u>
 Total	 \$ 120,000

Ms. Serata advises that Fringe Benefits as a percentage of salary vary among the three employees listed above due to the fact that the Fringe Benefits include both fixed and variable costs. The fixed costs cause Fringe Benefits as a percentage of Salary to be smaller for employees with higher salaries. In addition, Ms. Serata advises that the three employees listed above are each governed by different MOUs, which stipulate different Fringe Benefits.

Comments:

1. The proposed resolution authorizes the District Attorney to execute any extensions, augmentations, or amendments to the subject grant in future years without seeking additional approval from the Board of Supervisors. For this reason, the proposed resolution does not specify the dollar amount of the grant. Ms. Serata advises that OCJP requires the District Attorney's Office to obtain Board of Supervisors approval of the grant through a resolution. However, she further advises that OCJP will accept, as evidence of such approval, a one-time resolution that authorizes the District Attorney's Office to execute future extensions, augmentations, or

BOARD OF SUPERVISORS
BUDGET ANALYST

amendments. Approval of the subject resolution would thus allow the District Attorney's Office to accept and expend future awards through the subject grant program without seeking additional Board of Supervisors approval. Ms. Serata also notes that ongoing grants, such as the subject grant, are reviewed and approved as part of annual budget process. Therefore, she states that even if the Board of Supervisors does not approve an annual resolution specific to the subject grant, the subject grant would be reviewed and approved as part of the annual budget process. Since the proposed resolution would authorize the District Attorney's Office to extend, augment, or amend the subject grant in future years without subsequent approval from the Board of Supervisors, the Budget Analyst considers the proposed resolution to be a policy matter for the Board of Supervisors.

2. The proposed grant period is April 1, 2001 through March 31, 2002. Therefore, the subject resolution authorizes the District Attorney's Office to retroactively accept and expend these grant funds. Ms. Serata states that she believes the proposed resolution is technically retroactive due to the April 1 start date of the grant period. Ms. Serata explains that the delay in bringing the proposed resolution to the Board of Supervisors was due to employee turnover in the position that managed the grant.

3. Ms. Serata advises that the District Attorney's Office will seek reimbursement from the State OCJP on a quarterly basis for expenditures related to the subject grant. Ms. Serata advises that the District Attorney's Office has been paying the employees funded by the grant since April 1 from existing funds in Department's budget. She advises that when the District Attorney's Office receives the first quarterly reimbursement from OCJP, the existing funds will be reimbursed.

4. The positions listed above were created in last year's grant and would be continued for an additional year by the subject grant funds. Ms. Serata advises that these positions are already designated "G," or Grant funded and would terminate when the grant expires.

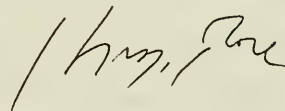
5. As indicated above, the indirect costs would be waived under the proposed grant to maximize the amount of monies available for the Program's direct costs.

6. In accordance with the requirements of the grantor, the State Office of Criminal Justice Planning, these grant funds cannot be used to supplant local funds that would, in the absence of the Elder Abuse Vertical Prosecution Program, be made available to support the prosecution of elder abuse.

7. The Attachment, provided by the District Attorney's Office, is the Grant Information Form, which includes a Disability Access Checklist.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors since, as discussed above in Comment No. 1, the proposed resolution would authorize the District Attorney's Office to extend, augment or amend the subject grant without subsequent approval from the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Stephen Kawa

Grant Information Form
(Effective January 2000)

Page 1 of 2

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Elder Abuse Vertical Prosecution Program
2. Department: District Attorney
3. Contact Person: Teresa Serata Telephone: 553-1895
4. Grant Approval Status (check one):
☒ [x] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$ 120,000 (to augment an existing \$120,000 FY00-01 grant)
- 6a. Matching Funds Required: \$ n/a
- b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: Office of Criminal Justice Planning
- b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary:

With support from OCJP, the San Francisco District Attorney's Office proposes to continue its Elder Abuse Vertical Prosecution unit (EA-VP) that enables a team of expert, specially trained prosecutors and investigators to handle reduced caseloads and achieve better convictions in these egregious cases. The EA-VP unit is a critical part of the District Attorney's comprehensive approach to elder abuse and abuse of dependent adults. The comprehensive program combats mistreatment of older persons and dependent adults through physical, sexual, or psychological violence, neglect of care, economic exploitation, forced control of finance and fraud. This unique new approach includes the following components: 1) specialized training and coordination of prosecutors, investigators, police officers, and victim advocates; 2) formation of an elder and dependent adult abuse unit; 3) vertical prosecution of all elder and dependent adult abuse cases; 4) reduced caseloads; and 5) comprehensive victim services provided in close collaboration with the prosecution team. This initiative includes the active collaboration of public agencies and community-based partners.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: April 1, 2001

End-Date: March 31, 2002

10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends?
Positions will be deleted.
- 12a. Amount budgeted for contractual services: n/a
- b. Will contractual services be put out to bid?
- c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?
- d. Is this likely to be a one-time or ongoing request for contracting out?

13a. Does the budget include indirect costs?

☐ Yes

☒ No

ATTACHMENT

Page 2 of 2

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ Other (please explain):

☒ To maximize use of grant funds on direct services

14. Any other significant grant requirements or comments:

no.

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☐ Rehabilitated Site(s)

☐ New Site(s)

☐ Existing Structure(s)

☐ Rehabilitated Structure(s)

☐ New Structure(s)

☐ Existing Program(s) or Service(s)

☐ New Program(s) or Service(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access

Comments:

Departmental or Mayor's Office of Disability Reviewer: _____

(Name)

Date Reviewed: 5/7/01

Department Approval: Terence Hallinan
(Name)

District Attorney
(Title)

Signature



City and County of San Francisco

Meeting Minutes

Economic Vitality, Small Business Committee

[All Committees]

Government Document Section
Main Library

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA

Supervisors: Gerardo Sandoval, Gavin Newsom

Clerk: Deborah Mucciolo

Tuesday, May 15, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

MEETING CONVENED

The meeting convened at 10:10 am.

010615 [Liquor License Transfer, 246 2nd Street]

Hearing to consider whether the transfer of a Type 21 off-sale general alcoholic beverage control license to Zain H. Azzghayer dba "Zains" from 495 Davis Street to 246 2nd Street, District 6, will serve the convenience of the people of the City and County of San Francisco.

4/3/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Inspector Dave Falzon, SFPD.

Condition: The hours of operation shall not exceed 8:00 am to Midnight each day of the week.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST WITH CONDITIONS.

Resolution determining that the transfer of a Type 21 off-sale general alcoholic beverage control license to Zain H. Azzghayer dba "Zains" from 495 Davis Street to 246 2nd Street, District 6, will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code; with a condition.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010657 [Liquor License, 149 Turk Street]

Hearing to consider that the issuance of a Type 42 on-sale beer and wine public premises license to Jasmin Aldana dba "Jasmin's Oriental Grocery" located at 149 Turk Street, District 6, will serve the convenience of the people of the City and County of San Francisco.

4/9/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Inspector Dave Falzon, SFPD.

FILED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

DOCUMENTS DEPT.

MAY 17 2001

SAN FRANCISCO
PUBLIC LIBRARY

010770 [Grant funds for District Attorney's Elder Abuse Vertical Prosecution Program]
Supervisor Newsom

Resolution authorizing the District Attorney of the City and County of San Francisco to retroactively accept and expend funds made available through the Office of Criminal Justice Planning for a project entitled "Elder Abuse Vertical Prosecution" and waiving indirect costs due to funding constraints. (District Attorney)

5/1/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Theresa Sarado, District Attorney's Office; Alan Gibson, Budget Analyst's Office.

RECOMMENDED.. by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010858 [Hearing - SRO (Single Room Occupancy) Task Force]
Supervisor Ammiano

Hearing to consider an overview of the SRO Task Force to be presented by the members of the SRO Task Force.

5/7/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee. Sponsor requests this item be scheduled for consideration at the May 15th, 2001 meeting.

Heard in committee. Speakers: Supervisor Ammiano; Anne Kronenberg, Department of Public Health; Amie Fishman; Ernie Larrente, City Attorney, SRO Health and Safety Task Force; Maria Martinez; Female Speaker; Male Speaker; Angela Chiu, SRO Collaborative; Miguel Carreva; Aurora Amezolz; Sylvia Alvarez, Census of Families in SRO's; Claudia Arelland; Norma Diaz; Male Speaker; Female Speaker; Daphyne Benson; Marina Smerling, SRO Collaborative; Krea Gomez, Homeless Pre-Natal Program; Maria Poblet, Mission SRO Collaborative; Female Speaker; Paul Hogarth; Evelyn Castillo, American Lung Association; Jeoflin Roh; Ron Groshardt; Wendell Chin, Director, Chinese Progressive Association; Joyce Miller, Families in SRO Committee; Nicholas Rosenberg; Rick Spear, SF Children and Families Commission; Bill Sorno, Mission SRO Collaborative; Deborah Alvarez, Director, Department of Youth and Families; Joe La Torre, Mayor's Office on Housing.

FILED by the following vote:

Ayes: 2 - Sandoval, Maxwell

Absent: 1 - Newsom

ADJOURNMENT

The meeting adjourned at 12:10 pm.

[Budget Analyst Report]

Susan Hom

Main Library-Govt. Doc. Section

CITY AND COUNTY



BOARD OF SUPERVISORS

DOCUMENTS DEPT.

BUDGET ANALYST

JUN - 1 2001

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-4242

FAX (415) 252-0461

SAN FRANCISCO
PUBLIC LIBRARY

May 31, 2001

TO: Economic Vitality, Small Business and Social Policy Committee

FROM: Budget Analyst

SUBJECT: June 5, 2001 Economic Vitality, Small Business and Social Policy
Committee Meeting

Item 3 - File 01-0884

Item: Ordinance appropriating \$150,000 to fund a Marina Waterfront Educational Program for San Francisco youth, administered by the Recreation and Park Department, for Fiscal Year 2000-2001.

Amount: \$150,000

Source of Funds: Marina Yacht Harbor Special Revenue Unappropriated Fund Balance (See Comment No. 2)

Description: The proposed supplemental appropriation of \$150,000 would fund a Marina Waterfront Educational Program ("Marina Program") for San Francisco youth in 6th through 12th grade. The Marina Program will provide field trips to the Marina area and provide educational programs on marine life, wetlands, the fishing industry and other maritime issues. The Marina Program will begin June of 2001 and continue through May of 2002.

The Recreation and Park Department (RPD) will enter into a contract with the Mission Branch YMCA to administer the Marina Program, which will be based at the Mission Branch YMCA and use existing Beacon Case

Management Program sites as centers to recruit youth to participate in the Program. The Beacon Case Management Program sites currently provide after school tutoring, life skills workshops, job training, health education, and case management services, and are jointly managed by the Department of Children Youth and their Families, Juvenile Probation, and the Mayor's Criminal Justice Council.

According to the Office of the Sponsor, the Marina Program would serve approximately 2,000 youth over the course of the one-year program, including an estimated 600 youth this summer. The Office of the Sponsor advises that the proposed Marina Program would serve as a pilot program and target youth in the Excelsior, OMA, Visitacion Valley and Bayview Hunters Point areas. The Office of the Sponsor would like to expand the Marina Program in future years, if the Program is deemed successful.

Budget: The Attachment to this report, provided by the Office of the Sponsor, contains a budget for the proposed \$150,000 supplemental appropriation.

Comments: 1. According to the Office of the Sponsor, the proposed \$150,000 supplemental appropriation is being introduced now, at the end of Fiscal Year 2000-2001, in order to begin the Marina Waterfront Educational Program in June of 2001, when students will begin their summer break. According to Mr. Matthew Hymel of the Controller's Office, RPD will be able to expend the subject \$150,000 supplemental appropriation through the following Fiscal Year 2001-2002.

2. The Marina Yacht Harbor Special Revenue Fund is funded with revenue derived from the 700 berth marina, located on the City's waterfront between the Presidio and Fort Mason and administered by RPD. According to Ms. Mary King-Gorwky of RPD, the Marina Yacht Harbor Special Revenue Fund has a current unappropriated fund balance of \$1,606,044, including funding for the proposed \$150,000 supplemental appropriation. Mr. Hymel advises that the subject \$150,000 represents the interest earned

from the Marina Yacht Harbor Special Revenue Fund during Fiscal Year 2000-2001.

3. According to the Office of the Sponsor, the Mission Branch YMCA would be selected on a sole source basis because the YMCA already serves as the fiscal agent for the Beacon Case Management Program and has expertise in organizing youth programs and recruiting local youth to participate in such programs.

Recommendation: Approval of the proposed \$150,000 supplemental appropriation is a policy decision for the Board of Supervisors.

Proposed Budget
Waterfront Kids
Twelve-month Budget

Personnel	Salary	Benefits	Total
Full-time Project Director	38,000	9,520	\$47,520
Two 50% FTE Youth Staff (\$11/hour)	22,880	4,570	\$27,450
Personnel Sub-total	60,880	14,090	\$74,970
Non-Personnel			
Transportation and Program Entrance Fees (15 youth/day for 4 days/week for 48 weeks at \$15/youth per day) (*Gas \$3000, **Hire sub drivers \$3000, ***Vehicle Maint. \$1200, ****Entrance fees \$27,000)			\$34,200
Food			\$15,194
Youth Stipends			\$12,000
YMCA Overhead (10%)			\$13,636
Non-personnel Subtotal			\$75,030
TOTAL			\$150,000

* Gas = (\$2.25/gallon x 28 gallons/wk. X 48 weeks)
** Drivers = (\$60 x 50 trips)
*** Vehicle maintenance = (\$100/month x 12 mo.'s)
**** Program entrance fees will be a big budget item unless we can get discount and free entrance rates for the various museums and parks.
Entrance fees = 120 trips = (72 trips in school year, 2x's/week x 9 mo.'s & 48 in summer, 4x's/wk. x 4 wks x 3 mo's) x 15 yth/trip x \$15/ yth.

Source: Office of the Sponsor of the Proposed Ordinance

Item 4- File 01-1005

Department: Department on the Status of Women (DOSW)

Item: Resolution authorizing the Department on the Status of Women to accept and expend a grant in the amount of \$145,475 from The California Endowment for establishing San Francisco's first Centralized Twenty-Four Hour Multi-Language Domestic Violence Crisis Line

Grant Amount: \$145,475

Grant Period: May 2001 through July 2002 (see Comment No. 4)

Source of Funds: The California Endowment, a private healthcare foundation

Description: The subject grant would fund the research and planning related to a proposed consolidation of four domestic violence crisis lines into one, multi-lingual domestic violence crisis line. Ms. Winnie Xie, of the Department on the Status of Women, explains that the City, through the DOSW, currently provides funds to the four agencies that provide domestic violence crisis lines: (1) Asian Women's Shelter, (2) La Casa de las Madres, (3) St. Vincent de Paul Rosalie House, (4) W.O.M.A.N., Inc. The subject grant would fund the planning and research related to consolidating the four into a single, multi-lingual domestic violence crisis line. Ms. Xie advises that the actual consolidation would occur after the grant expires and would require City funding. Ms. Xie notes that a similar consolidation took place in 1996 when the DOSW consolidated two existing sexual assault crisis lines into one centralized twenty-four hour sexual assault crisis line, for the purpose of reducing administrative costs. Ms. Xie explains that the DOSW anticipates that the proposed, consolidated multi-lingual domestic violence crisis line would increase access and reduce duplication of services.

Memo to Economic Vitality, Small Business, and Social Policy Committee
June 5, 2001 Economic Vitality, Small Business, and Social Policy Committee Meeting

Budget:	Consultants	\$96,000
	Participant Stipends	20,000
	Administrative Overhead	13,225
	Other Expenses	<u>16,250</u>
	Total	\$145,475

Attachment I, provided by DOSW, includes details to support the budget summary above.

Required Match: None required

Indirect Costs: None (see Comment No. 3)

Comments: 1. As noted above, the subject grant of \$145,475 would fund only the planning of the proposed consolidation. Ms. Xie explains that the DOSW had requested a three-year grant to fund the implementation and evaluation of the consolidation, as well as the planning. However, she advises that The California Endowment awarded only the one-year subject grant. Ms. Xie explains that the City would be required to provide any subsequent funds for the implementation and evaluation of the proposed consolidation. She notes, however, that the DOSW anticipates providing \$156,125 in FY 2001-2002 to support the four existing domestic violence crisis lines, as shown in Attachment III, and that such existing funds could be used to fund the proposed, consolidated crisis line. Also shown in Attachment III is the estimated annual \$299,130 cost to operate the four crisis lines. Ms. Xie notes that the \$299,130 includes the \$156,125 referenced above. The remaining \$143,005 (\$299,130 less \$156,125) is funded through federal, state, or private grants.

2. Ms. Xie advises that although the subject grant funds were accepted by the DOSW in November of 2000, none of the funds have been expended yet. The Budget Analyst notes that the proposed resolution does not provide for retroactive acceptance of these grant funds. Since the subject grant funds have already been accepted, the proposed resolution should be amended to reflect this retroactive acceptance.

3. Ms. Xie advises that the indirect costs shown in the attached budget (Attachment I) and the Grant Information Form (Attachment II) are actually for the Department's administrative overhead costs related to the proposed consolidation. The Budget Analyst notes that Indirect Costs are those funds that go directly to the General Fund, whereas Administrative Overhead is funding that is a percentage of direct costs or personnel that goes to the DOSW. Therefore, the proposed resolution should be amended to delete the reference to indirect costs.

4. Ms. Xie informs that the original grant period, stipulated by the terms of the grant agreement, was November 1, 2000 through October 31, 2001. However, Ms. Xie explains that because the position that would administer the grant was vacant, work related to the grant only began (as in-kind services) in May of 2001. Ms. Xie further explains that DOSW has received verbal approval from the grantor, The California Endowment, to extend the grant period through July 2002.

5. As shown in the budget summary above, DOSW anticipates that \$96,000 of the subject grant would be spent on consultants, including \$75,000 for a strategic planning consultant to conduct a comprehensive assessment of the current crisis line operations and effectiveness and \$21,000 for a public relations consultant to select media and provide media design for publicizing the consolidation of the crisis lines. Ms. Xie advises that such consultants would be selected using an RFP process and such RFPs would likely be issued in July of 2001.

6. Although there is no required match, Ms. Xie states that the DOSW will be providing in-kind services totaling \$26,637, which is included in the DOSW's proposed FY 2001-2002 budget. Details of such in-kind services are shown in Attachment IV. Attachment IV also shows budget details of the \$20,000 Participant Stipends shown in the summary budget above.

Recommendations:

1. In accordance with Comment No. 2, amend the proposed resolution as follows to reflect the retroactive acceptance of the funds:
 - (a) on page 1, line 3, insert "*retroactively*" after "*accept*" so that the title reads, "*Resolution authorizing the Department on the Status of Women to accept retroactively and expend a grant....*"
 - (b) on page 2, line 8, insert "*retroactively*" after "*accept*" so that the phrase reads "*authorized the Director of the Department on the Status of Women to accept retroactively and expend....*"
2. In accordance with Comment No. 3, amend the proposed resolution as follows to delete the reference to indirect costs: on page 2, line 5, delete the following clause: "*WHEREAS, That grant budget includes provision for indirect costs of \$13,225...*"
3. Approve the proposed resolution, as amended.

Budget for Grant 20001330, Centralized Domestic Violence Crisis Line
City and County of San Francisco Department on the Status of Women

ATTACHMENT I

Page 1 of 1

Line Item	The California Endowment Approved Award Amount			
	Year 1	Year 2	Year 3	Total
Personnel				
Administrator (.25, 10/10FTE)	0	0	0	0
Admin Support (.50/.25/.25 FTE)	0	0	0	0
Fringe Benefits (25%)	0	0	0	0
Total Personnel	0	0	0	0
Non-Personnel	0	0	0	0
Consultants:				
Strategic Planning (incl. comprehensive assessment)	75,000	0	0	75,000
Public Relations (media design)	21,000	0	0	21,000
Evaluation				0
Participant Stipends	20,000	0	0	20,000
Copying, Printing, Production	3,000	0	0	3,000
Meeting Expenses	5,000	0	0	5,000
Office Supplies	1,750	0	0	1,750
Postage & Delivery	1,500	0	0	1,500
Travel & Training	5,000	0	0	5,000
Crisis Line Provider Contract	0	0	0	0
Total Non-Personnel	\$132,250	0	0	\$132,250
Subtotal	132,250	0	0	132,250
Indirect Expenses (15% total/10% req.)	13,225	0	0	13,225
Grand Total	145,475	0	0	145,475
% Personnel	0%	0%	0%	0%
% Non Personnel	100%	0%	0%	100%

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Grant 20001330, Centralized Domestic Violence Crisis Line**
2. Department: **Department on the Status of Women**
3. Contact Person: **Winnie Xie** Telephone: **415-252-2578**
4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$145,475**

6a. Matching Funds Required: **Not Applicable**

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: **The California Endowment**

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: **The Grant would enable the establishment of San Francisco's first centralized Domestic Violence Crisis Line. The development of a consolidated multi-language crisis line will create a solid infrastructure, while the Department on the Status of Women continues to provide operation funds. This grant will fund the strategic planning portion of the project.**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **May 2000**

End-Date: **July 2002**

10. Number of new positions created and funded: **None**
11. If new positions are created, explain the disposition of employees once the grant ends?
- 12a. Amount budgeted for contractual services: **\$96,000.00**
- b. Will contractual services be put out to bid? **Yes**
- c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? **Yes**
- d. Is this likely to be a one-time or ongoing request for contracting out? **One-time**

- 13a. Does the budget include indirect costs?

☒ [X] Yes

☐ [] No

b1. If yes, how much? **\$13,225**b2. How was the amount calculated? **10% of the total non-personnel budget**

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency☐ To maximize use of grant funds on direct services☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☐ Existing Site(s)☐ Existing Structure(s)☐ Existing Program(s) or Service(s)☐ Rehabilitated Site(s)☐ Rehabilitated Structure(s)☒ New Program(s) or Service(s)☐ New Site(s)☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: *Approved with the requirement that this program provide equally effective communications for people with disabilities in outreach, notice, + application. This would include full TTY access with trained TTY operators.*

Departmental or Mayor's Office of Disability Reviewer: Susan Mizner Asst. Dir.

(Name)

Date Reviewed: 5/21/01.

Department Approval:

Rosario Navarrette

(Name)

Interim Executive Director

(Title)

Rosario Navarrette

(Signature)

Department on the Status of Women



City and County of San Francisco
Rosario Navarrette, Interim Executive Director
Mayor Willie L. Brown, Jr.

DATE: May 31, 2001

Total page faxed: 1

TO: Renata Falk, Board of Supervisor's Budget Analyst Office
Fax: 252-0461
Tel: 554-7642 x 239

FROM: Winnie Xie, Administrator, Violence Against Women Programs

SUBJECT: Estimated annual amount of domestic violence crisis lines cost funded by the City

1. The estimated four crisis lines' cost funded by the City:


W.O.M.A.N., Inc.	\$148,425
St. Vincent de Paul Rosalie House	\$7,200
Asian Women's Shelter	\$5,000
La Casa de Las Madres	<u>0</u>
	\$156,125

2. The estimated annual cost/budget of four separate crisis line operations (funded by either the federal, the state, the city, or private grants):

Asian Women's Shelters	\$50,088
La Casa de Las Madres	\$53,617
St. Vincent de Paul Rosalie House	\$47,000
W.O.M.A.N., Inc.	<u>\$148,425</u>
Total:	\$299,130

The State mandates that the shelters provide crisis line service, but the shelters do not have to have an actual line at each location.

Any questions, please feel free to contact me at 252-2578.



Department on the Status of Women

City and County of San Francisco
 Rosario Navarrette, Interim Executive Director
 Mayor Willie L. Brown, Jr.

DATE: May 31, 2001 Total page faxed: 1
 TO: Renata Falk, Board of Supervisor's Budget Analyst Office
 Fax: 252-0461
 Tel: 554-7642 x 239
 FROM: Winnie Xie, Administrator, Violence Against Women Programs
 SUBJECT: 1. Budget of Personnel Cost on the Centralized 24-hour Domestic Violence Crisis Line Project
 2. Budget on the participant stipends

1. DOSW staff's administration and planning cost based on the current fiscal year's figures:

0.25 FTE 1323 Senior Administrative Analyst (Administrator for the VAW Programs)

Salary (0.25 x \$57,044)	\$14,261.00
Fringe Benefit (estimated at 25% of salary)	<u>\$3,565.25</u>
	\$17,826.25

0.10 FTE 1370 Special Assistant (Interim Executive Director)

Salary (0.10 x \$70,486.00)	\$7,048.60
Fringe Benefit (estimated at 25% of salary)	<u>\$1,762.15</u>
	\$8,810.75

Total: \$26,637.00

2. Participant stipends: This line item is required as a condition of grant.
The numbers are estimates and are subject to change per advice of the consultant.

Focus group participants:

20 participants per group x 15 groups x \$40 per participant = \$1,200

Former clients of crisis line service as Planning Committee members

6 members x \$200 per client = \$1,200

4 current crisis line service providers and community organization

representatives serve as planning committee members:

15 members x \$1,000 per provider = \$15,000

Overtime/Evening time meeting stipends for

other planning committee members:

	<u>\$2,600</u>
Total:	\$20,000

Any questions, please feel free to contact me at 252-2578.

Items 5 and 6 - Files 01-1000 and 01-0999

Department: Department of Human Services (DHS)

Item: **Item 5 File 01-1000:** Resolution approving the modification of the contract between the City and County of San Francisco and Addus Healthcare for the provision of In-Home Supportive Services (IHSS) for the period from July 1, 2000 to June 30, 2001, in the increased amount of \$378,750, from a total contract amount of \$16,818,421 to \$17,197,171.

Item 6 File 01-0999: Resolution approving the modification of the contract between the City and County of San Francisco and the In-Home Supportive Services (IHSS) Consortium of San Francisco for the provision of In-Home Supportive Services (IHSS) for the period from July 1, 2000 to June 30, 2001, in the increased amount of \$453,750, from a total contract amount of \$17,753,751 to \$18,207,501.

Contract Amounts: Addus Healthcare contract not to exceed \$17,197,171
IHSS Consortium contract not to exceed \$18,207,501

Source of Funds: A combination of General Fund monies (55 percent) and Federal funds (45 percent). The sources of funding for the estimated \$832,500 (\$453,750 plus \$378,750) in additional contract costs, as provided by the Department of Human Services (DHS), are summarized below:

General Fund monies previously approved in DHS's Fiscal Year (FY) 2000-2001 budget	\$ 457,875
Federal funds previously approved in DHS's FY 2000-2001 budget	<u>374,625</u>
Total Project Funding	\$ 832,500

Description: In-Home Supportive Services (IHSS) is an entitlement program which provides funding for low-income seniors and disabled persons to receive non-medical personal care and other household assistance in their homes from visiting workers. IHSS care can allow seniors and disabled persons to remain in their own homes and thereby avoid unnecessary and expensive hospitalization or institutionalization.

In July of 1998, the Board of Supervisors approved two contracts for IHSS services, one with the IHSS Consortium, a

BOARD OF SUPERVISORS
BUDGET ANALYST

nonprofit service provider, and one with Addus Healthcare, a private for profit service provider, for the three-year period from July 1, 1998 to June 30, 2001, with an option to renew for one additional year (Files 98-934 and 98-935). Under the first contract modifications made in October of 1999, the contract with IHSS Consortium was increased by \$1,620,938, from \$16,132,813 to \$17,753,751 and the contract with Addus Healthcare was increased by \$1,929,577, from \$14,888,844 to \$16,818,421. Such modifications were made because the average hourly wage of the IHSS contract workers was increased on July 1, 1999 from \$7.29 to \$9.00, an increase of \$1.71 per hour, or 23.5 percent, according to Mr. Joseph Huang of DHS (see Comments No. 2 and 3).

Mr. Huang advises that because the average hourly wage of the IHSS contract workers was again raised on July 1, 2000 from \$9.00 to \$9.70, an increase of \$.70 per hour, or 7.8 percent, DHS anticipates it will exceed the maximum contract amounts under the existing contracts. With the proposed contract modifications both contract amounts would be increased for the remainder of the two contract periods, both of which are anticipated to terminate on June 30, 2001. The proposed resolutions would therefore authorize the second modification to both of the contracts, increasing the contract with the IHSS Consortium by \$453,750, from \$17,753,751 to \$18,207,501 (File 01-0999) and the contract with Addus Healthcare by \$378,750, from \$16,818,421 to \$17,197,171 (File 01-1000) for the period from July 1, 2000 to June 30, 2001. According to Mr. Huang, even though the hourly rates increased from \$9.00 to \$9.70 on July 1, 2000 and were actually paid by the City since July 1, 2000, DHS is only now requesting Board of Supervisors approval of these second modifications, over 11 months after the increased rates went into effect, because there was a lack of agreement between the Purchasing Division of the Administrative Services Department and the City Attorney's Office in November of 2000 regarding whether these modifications required approval by the Board of Supervisors. According to Mr. Huang, the City Attorney's Office advised DHS that Board of Supervisors approval was not required for the second contract modifications. Additionally, Mr. Huang reports, these proposed resolutions were further delayed due to DHS moving offices in March of 2001.

Under the existing contracts, IHSS Consortium and Addus Healthcare contract employees receive health and other benefits including sick leave, vacation, and holiday pay benefits. The following table compares the hourly rates, estimated number of hours, and estimated total amount to be paid to both of the contractors in FY 2000-2001 under the existing contract budget and the budget for the proposed second modification. The difference between the hourly rates of \$9.00 included in the existing contract budget for FY 2000-2001 and \$9.70 actually paid since July 1, 2000 to the IHSS contract workers versus the hourly rates of up to \$18.43 as shown in the following table are because the hourly rates include the wages paid to IHSS workers, benefits, training, travel, insurance and administrative costs.

	FY 2000-2001 Existing Contract Budget	FY 2000-2001 Second Modification Budget	Difference
IHSS Consortium			
Hourly Rate	\$ 17.22 ¹	\$ 18.43 ²	\$ 1.21
Estimated # of Hours	375,000	375,000	0
Total Amount	\$6,457,500	\$6,911,250	\$453,750
Addus Healthcare			
Hourly Rate	\$ 16.56 ³	\$ 17.57 ⁴	\$ 1.01
Estimated # of Hours	375,000	375,000	0
Total Amount	\$6,210,000	\$6,588,750	\$378,750

The FY 2000-2001 hourly rate of \$18.43 that has been paid to IHSS Consortium since July 1, 2000 is \$1.21 per hour more than, or an approximately 7.0 percent increase over the originally budgeted FY 2000-2001 rate of \$17.22. The FY 2000-2001 hourly rate of \$17.57 that has been paid to Addus Healthcare is \$1.01 higher, or an approximately 6.1 percent increase over the originally budgeted FY 2000-2001 rate of

¹ \$9.00 per hour for wages plus \$8.22 per hour for benefits, training, travel, insurance and administrative costs equals \$17.22.

² \$9.70 per hour for wages plus \$8.73 per hour for benefits, training, travel, insurance and administrative costs equals \$18.43.

³ \$9.00 per hour for wages plus \$7.56 per hour for benefits, training, travel, insurance and administrative costs equals \$16.56.

⁴ \$9.70 per hour for wages plus \$7.87 per hour for benefits, training, travel, insurance and administrative costs equals \$17.57.

\$16.56. Mr. Huang reports that the proposed \$.86 per hour difference in hourly rates between IHSS Consortium (\$18.43) and Addus Healthcare (\$17.57) is because IHSS Consortium has more clients that require a greater amount of care because of their physical and mental needs.

Comments:

1. Mr. Huang reports that, as of March 31, 2001, DHS has paid \$16,982,402 of the total existing contract amount of \$17,753,751 to the IHSS Consortium. Mr. Huang further reports that, as of April 30, 2001, DHS has paid \$15,256,543 of the total existing contract amount of \$16,818,421 to Addus Healthcare. According to Mr. Huang, the City's contract with IHSS will expire on June 30, 2001, at which time it will be replaced by a new contract with IHSS since it was again selected in April of 2001 to provide in-home services through a recent competitive bidding process. Mr. Huang reports that IHSS Consortium was the only service provider to submit a bid to DHS for this contract. According to Mr. Huang, this contract was publicized on the DHS's website and in the nine newspapers listed in the Attachment, provided by DHS. The Attachment also provides a list of all nonprofit agencies which received information on this contract. Mr. Huang advises that the City is currently in negotiations about whether it will enter into a new contract with Addus Healthcare when the current contract expires on June 30, 2001. According to Mr. Huang, such contracts will be subject to Board of Supervisors approval.

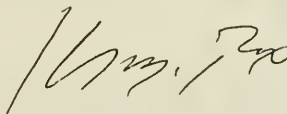
2. The Minimum Compensation Ordinance, approved by the Board of Supervisors in September of 2000, requires that all contracts and contract amendments made after September of 2000 include an hourly wage of at least \$9.00 for contract workers. In addition, the Minimum Compensation Ordinance requires that contracts and contract amendments effective after September of 2001 include hourly wages of \$10.00. As noted above, the first contract modifications that increased the amounts for the IHSS Consortium and Addus Healthcare contracts for FY 1999-2000 to cover the cost of raising the average hourly wages of IHSS contract workers from \$7.29 to \$9.00 were approved in October of 1999. Such modifications were therefore approved prior to the Board of Supervisors approval of the Minimum Compensation Ordinance and were not required to be raised again under the Ordinance. According to Mr. Huang, the proposed second contract modifications, which are the subject of the proposed

resolutions, would cover the cost of increasing the average hourly wages of IHSS contract workers effective as of July 1, 2000 from \$9.00 to \$9.70, a rate of \$.70 per hour greater than the \$9.00 hourly rate required during the first 12 months that the Minimum Compensation Ordinance is in effect. After 12 to 18 months, the City must increase the hourly rate to \$10.00 per hour, assuming sufficient City funds are available. The Minimum Compensation Ordinance requires that the Controller, Mayor's Budget Office, and Budget Analyst submit a Joint Report, in accordance with Administrative Code Section 3.6, to determine if the City has sufficient funds to pay all applicable City contractors the anticipated costs of increasing the minimum compensation to \$10.00 per hour. According to the Ordinance, "sufficient funds" shall mean that the City will not be required to reduce services in order to pay the anticipated costs of the adjustment.

3. According to Ms. Virginia Elizondo of the City Attorney's Office, although the first contract modifications were not presented to the Board of Supervisors, they should have been subject to Board of Supervisors approval. According to Ms. Elizondo, DHS had no authority, without prior approval by the Board of Supervisors, to enter into the first modifications, at an increased cost of \$1,620,938 for the contract with IHSS Consortium and \$1,929,577 for the contract with Addus Healthcare. In response to inquiries by the Budget Analyst, the City Attorney Ms. Elizondo has advised that DHS will be submitting Amendments of the Whole to the proposed resolutions at the Economic Vitality, Small Business and Social Policy Committee Meeting on June 5, 2001 in order that the first contract modifications be approved by the Board of Supervisors, on a retroactive basis.

Recommendation: Approval of the proposed resolutions, as amended, is a policy matter for the Board of Supervisors.

Memo to Economic Vitality, Small Business & Social Policy Committee
June 5, 2001 Economic Vitality, Small Business & Social Policy Committee Meeting



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Stephen Kawa

City and County of San Francisco

Department of Human Services



To: Budget Analyst Office
From: Joseph Huang, Senior Contracts Manager
Date: May 31, 2001
Re: Advertisement for RFP 199

For RFP 199, the Department of Human Services advertised through the Purchasing Department in its Bids & Contracts Opportunity Newsletter and on the City and County's Bids and Contracts website (<http://sunset.ci.sf.ca.us/pbids.nsf>) with links from the Department of Human Services' website. The Department also advertised through the following newspapers: San Francisco Independent, Bay Guardian, Asian Weekly, Bay Area Reporter, El Bohemia News, The Sun Reporter, San Francisco Bayview, Bay Area Business Woman, and El Mensejero. The Department also sent direct mailings to the current contractors, Addus Healthcare (a for-profit) and IHSS Consortium (a not-for-profit).

The following organizations were aware of the RFP, as they provided letters of support to the IHSS Consortium's proposal or were included in the proposal.

Arriba Juntos
Bayview-Hunters Point Multipurpose Senior Services
Bethany Center
Consumers in Action for Personal Assistance
Family Service Agency of San Francisco
Goldman Institute on Aging
Independent Living Resource Center of San Francisco
IHSS Public Authority
Kimochi, Inc.
Legal Assistance to the Elders, Inc.
Little Brothers - Friends of the Elderly
North of Market Senior Services
Northern California Presbyterian Homes and Services
On-Lok Senior Center
Planning for Elders in the Central City
Project Open Hand
San Francisco Adult Day Services Network
Senior Action Network
Seniors At Home - Jewish Family and Children Services
Self-Help for the Elderly
Western Addition Senior Citizen's Senior Center, Inc.



City and County of San Francisco
Meeting Minutes
Economic Vitality, Small Business and Social Policy
Committee

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie Maxwell

Clerk: Deborah Muccino

Tuesday, June 05, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

DOCUMENTS DEPT.

MEETING CONVENED

JUN - 7 2001

SAN FRANCISCO
PUBLIC LIBRARY

The meeting convened at 10:09 am.

010837 [Liquor License, 220 4th Street]

Hearing to consider whether the issuance of a Type 21 off-sale general alcoholic beverage control license to Zain H. Azzghayer dba "Zains" located at 220 4th Street, District 6, will serve the convenience of the people of the City and County of San Francisco.

4/30/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee. Filed by Zain H. Azzghayer.

Heard in Committee. Speakers: Inspector Dave Falzon, SFPD; Zain H. Azzghayer, owner.

Conditions: The hours of operation shall not exceed 8:00 am to Midnight each day of the week.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST WITH CONDITIONS.

Resolution determining that the issuance of a Type 21 off-sale general alcoholic beverage control license to Zain H. Azzghayer dba "Zains" located at 220 4th Street, District 6, will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code; with a condition.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010653 [Liquor License Transfer, 650 Gough Street]

Hearing to consider whether the transfer of a Type 48 on-sale general public premises alcoholic beverage control license to Greg Medow for 687 McAllister, LLC dba "The Lotus Lounge" from #1 Gilbert Street to 650 Gough Street, District 6, will serve the convenience of the people of the City and County of San Francisco.

5/8/01; RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Inspector Dave Falzon, SFPD; Greg Medow, owner.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST.

Resolution determining that the transfer of a Type 48 on-sale general public premises alcoholic beverage control license to Greg Medow for 687 McAllister, LLC dba "The Lotus Lounge" from #1 Gilbert Street to 650 Gough Street, District 6, will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

**010884 [Appropriation, Educational Program for Waterfront Kids]
Supervisor Sandoval**

Ordinance appropriating \$150,000 to fund a Marina Waterfront Educational Program for San Francisco youth administered by the Recreation and Park Department, for fiscal year 2000-01.

Supervisor Newsom dissenting in committee.

5/14/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Debra Newman, Budget Analyst's Office; Andrew Scott, Program Director of YMCA; Eli Horn; Veli Williams; Jennifer Parkinson, City Yachts; Lauren Bell, Bernal Heights Neighborhood Center; Jermaine King, OMI Excelsior Beacon Center; Maria Selzer, OMI Excelsior Beacon Center; Les Goldner, President, Marina Tenants Association; Al Cavey; Jack Kaces, Harbor Tenants Association; Bruce Denebeim, Harbor Tenants Association; Courtney Clarkson, Harbor Tenants Association; Margaret Brodtkin, Coleman Advocates; Maurice Jilavella; Reginald Forrest; Ted Lakey, Deputy City Attorney, Elizabeth Goldstein, Director, Recreation and Parks Commission.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Maxwell

Noes: 1 - Newsom

**011005 [Grant, Centralized Domestic Violence Crisis Line]
Supervisors Leno, Newsom**

Resolution authorizing the Department on the Status of Women to accept and expend a grant in the amount of \$145,475 from the California Endowment for establishing San Francisco's first Centralized Twenty-four Hour Multi-language Domestic Violence Crisis Line. (Commission on Status of Women)

5/23/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee. Department requests this item be calendared at the June 5, 2001 meeting.

Heard in Committee. Speakers: Rosario Navarrette, Interim Executive Director, Department on the Status of Women; Debra Newman, Budget Analyst's Office.

6/5/01 Amended on page one, line three, after "accept" insert "retroactively"; on page two, line eight, after "accept" insert "retroactively"; on page two, line five, delete the final "Whereas" clause.

AMENDED.

Resolution authorizing the Department on the Status of Women to accept retroactively and expend a grant in the amount of \$145,475 from the California Endowment for establishing San Francisco's first Centralized Twenty-four Hour Multi-language Domestic Violence Crisis Line. (Commission on Status of Women)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011000 [Contract Modification with Addus Healthcare for In-Home Supportive Services]

Resolution approving the modification of the contract between the City and County of San Francisco and Addus Healthcare for the provision of In-Home Supportive Services for the period from July 1, 2000 to June 30, 2001, in the increased amount of \$378,750, for a total contract amount of \$17,197,171. (Human Services Department)

5/22/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Dave Curto, Department of Human Services; Ted Lakey, Deputy City Attorney.

6/5/01 Amendment of the whole bearing same title.

AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE.

6/5/01 Further amended, on page one, line five, change "2000" to "1999" and change "\$378,750" to "\$2,308,327".

AMENDED.

Resolution approving the modification of the contract between the City and County of San Francisco and Addus Healthcare for the provision of In-Home Supportive Services for the period from July 1, 1999 to June 30, 2001, in the increased amount of \$2,308,327, for a total contract amount of \$17,197,171. (Human Services Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

- 010999 [Contract Modification with IHSS Consortium of San Francisco for In-Home Supportive Services]
Resolution approving the modification of the contract between the City and County of San Francisco and IHSS Consortium of San Francisco for the provision of In-Home Supportive Services for the period from July 1, 2000 to June 30, 2001, in the increased amount of \$453,750, for a total contract amount of \$18,207,501. (Human Services Department)

5/22/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Dave Curto, Department of Human Services; Ted Lakey, Deputy City Attorney.

6/5/01 Amendment of the whole bearing same title.

AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE.

6/5/01 Further amended on page one, line five, change "2000" to "1999", on page one, line six, change "\$453,750" to "\$2,074,688".

AMENDED.

Resolution approving the modification of the contract between the City and County of San Francisco and IHSS Consortium of San Francisco for the provision of In-Home Supportive Services for the period from July 1, 1999 to June 30, 2001, in the increased amount of \$2,074,688, for a total contract amount of \$18,207,501. (Human Services Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

ADJOURNMENT

The meeting adjourned at 12:05 pm.



City and County of San Francisco

Meeting Minutes

Economic Vitality, Small Business and
Committee

Supervisors: Gerardo Sandoval, Gavin Newsom and S

Clerk: Deborah Muccino

City Hall
1 Dr. Carlton B.
Goodlett Place

[All Committees]
Government Document Section
Main Library

Tuesday, June 19, 2001

10:00 AM

Legislative Chamber

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

DOCUMENTS DEPT

JUN 21 2001

SAN FRANCISCO
PUBLIC LIBRARY

MEETING CONVENED

The meeting convened at 10:09 a.m.

010924 [Liquor License Transfer, 601 Larkin Street]

Hearing to consider whether the transfer of a Type 21 off-sale general alcoholic beverage control license to Elias Khalil dba "Fox Liquor and Deli" from 570 Larkin Street to 601 Larkin Street, District 6, will serve the convenience of the people of the City and County of San Francisco.

5/14/01. RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee. Filed by Elias Khalil.

Heard in committee. Speakers: Inspector Dave Falzon, S.F.P.D.

Conditions: The hours of operation shall not exceed 8:00 a.m. to Midnight each day of the week.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST WITH CONDITIONS.

Resolution determining that the transfer of a Type 21 off-sale general alcoholic beverage control license to Elias Khalil dba "Fox Liquor and Deli" from 570 Larkin Street to 601 Larkin Street, District 6, will serve the public convenience and necessity of the people of the City and County of San Francisco in accordance with Section 23958.4 of the California Business and Professions Code; with a condition.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010925 [Liquor License Transfer, 757 Beach Street]

Hearing to consider whether the transfer of a Type 21 off-sale general alcoholic beverage control license to Anuar Abu-Arafah dba "Alcatraz Market" from 1172 Geneva Avenue to 757 Beach Street, District 2, will serve the convenience of the people of the City and County of San Francisco.

5/15/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee. Filed by Anuar Abu-Arafah.

Heard in committee. Speakers: Inspector Dave Falzon, S.F.P.D.; Asam Arafah.

6/19/01 Conditions: 1) The hours of operation shall not exceed 8:00 a.m. to 11:00 p.m. each day of the week.

2) The petitioner shall be responsible for maintaining free of litter the area in front of and adjacent to the premises over which they have control. 3) The sales of beer or malt beverages in quantities of quarts, 22 oz., 32 oz., 40 oz., or similar size containers is prohibited. No beer or malt beverages shall be sold in quantities of less than six per sale. 4) Beer, malt beverages, and wine coolers in containers of 16 oz. or less cannot be sold by single containers, but must be sold in manufacturer pre-packaged multi-unit quantities.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST WITH CONDITIONS.

Resolution determining that the transfer of a Type 21 off-sale general alcoholic beverage control license to Anuar Abu-Arafah dba "Alcatraz Market" from 1172 Geneva Avenue to 757 Beach Street, District 2, will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code; with conditions.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

010981 [Liquor License, 1514 Union Street]

Hearing to consider that the issuance of a Type 48 on-sale general public premises liquor license in exchange for a Type 40 on-sale general eating place liquor license to Joseph M. Gilmartin dba "The Black Horse London Deli" located at 1514 Union Street, District 2, will serve the convenience of the people of the City and County of San Francisco.

5/18/01. RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Inspector Dave Falzon, S.F.P.D.; Joseph M. Gilmartin, applicant. Applicant stated he intends to withdraw his ABC application.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011011 [Liquor License, 5620 Geary Boulevard]

Hearing to consider that the issuance of a Type 42 on-sale beer and wine public premises license to Peter Patsay dba "J&J Wines and Spirits" located at 5620 Geary Boulevard, District 1, will serve the convenience of the people of the City and County of San Francisco.

5/24/01. RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Inspector Dave Falzon, S.F.P.D.; Adriac Heller.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST.

Resolution determining that the issuance of a Type 42 on-sale beer and wine public premises license to Peter Patsay dba "J&J Wines and Spirits" located at 5620 Geary Boulevard, District 1, will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011012 [Liquor License, 105A Fillmore Street]

Hearing to consider that the issuance of a Type 17 (wholesaler) and Type 20 (off-sale beer and wine) alcoholic beverage control licenses to Miura Vineyards, located at 105A Fillmore Street, District 5, will serve the convenience of the people of the City and County of San Francisco.

5/25/01. RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee. Filed by Elaine Wellesley, Consultant, Beer & Wine Services, Inc.

Heard in committee. Speakers: Inspector Dave Falzon, S.F.P.D.

FILED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011083 [Joint Powers Agreement with Victim Witness Assistance Program]

Resolution authorizing the San Francisco District Attorney to contract for, accept and expend funds allocated from the California State Board of Control Victims of Crime Program, for a project entitled "Joint Powers Agreement with Victim and Witness Assistance Program", and waiving indirect costs due to funding constraints. (District Attorney)

6/5/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Daly Dunham, District Attorney's Office, Ted Lakey, Deputy City Attorney.

6/19/01 Amend the title on page 1, line 4, after "Attorney" insert "for the period of July 1, 2001 to June 30, 2004" and on page 1, line 5, after "expend" delete the word "funds" and insert "\$1,835,967".

AMENDED.

Resolution authorizing the San Francisco District Attorney for the period of July 1, 2001 to June 30, 2004, to contract for, accept and expend \$1,835,967 allocated from the California State Board of Control Victims of Crime Program, for a project entitled "Joint Powers Agreement with Victim and Witness Assistance Program", and waiving indirect costs due to funding constraints. (District Attorney)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

ADJOURNMENT

The meeting adjourned at 11:23 a.m.

70.239
2
1/19/01
Special



City and County of San Francisco

[All Committees]
Government Document Section
Main Library

Meeting Minutes

Economic Vitality, Small Business and Social Policy Committee

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie Maxwell

Clerk: Deborah Muccino

Tuesday, June 19, 2001

10:01 AM

Legislative Chamber

Special Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

MEETING CONVENED

The meeting convened at 11:23 a.m.

011092 [In-Home Supportive Services Contract]

Resolution approving the contract between the City and County of San Francisco and the IHSS Consortium of San Francisco for the provision of In-Home Supportive Services for the period from July 1, 2001 to June 30, 2004, in the amount of \$29,214,373. (Human Services Department)

6/6/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Dave Curto, Department of Human Services; Ted Lakey, Deputy City Attorney.

6/19/01 Referred to Finance Committee.

REFERRED WITHOUT RECOMMENDATION to the Finance Committee by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

ADJOURNMENT

The meeting adjourned at 11:35 a.m.

DOCUMENTS DEPT.

JUN 21 2001

SAN FRANCISCO
PUBLIC LIBRARY

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

DOCUMENTS DEPT.

JUL 02 2001

SAN FRANCISCO
PUBLIC LIBRARY

June 28, 2001

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: July 3, 2001 Economic Vitality, Small Business and Social Policy
Committee Meeting

Item 2 - File 01-1085

Department:

Department of Human Services (DHS)

Item:

Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$349,380 from the U.S. Department of Health and Human Services, Administration on Children, Youth and Families for the implementation of the San Francisco Collaboration to Address Domestic Violence and Child Maltreatment.

Grant Amount:

\$349,380

Grant Period:

January 15, 2001 through January 14, 2002 (one year), anticipated to be renewed for two additional years, through January 14, 2004 (see Comment No. 1)

Source of Funds:

U.S. Department of Health and Human Services, Administration on Children, Youth and Families

Description:

The proposed resolution would authorize DHS to accept, and expend the subject grant funds in the amount of \$349,380 to fund the San Francisco Collaboration to Address Domestic Violence and Child Maltreatment. The

Collaboration is a Countywide project, including DHS, the San Francisco Unified Family Court, the Department of Children, Youth and Their Families, the Department of Public Health, the Juvenile Probation Department, the Adult Probation Department and domestic violence and child welfare community-based organizations (CBOs), to develop and implement effective prevention and treatment models and policies to concurrently address child maltreatment and family violence.

DHS will use the subject grant funds to hire consultants to review current policies and procedures in San Francisco service agencies, in an effort to improve agency coordination and service delivery in cases where both domestic violence and child maltreatment are present. DHS will also use a portion of the subject grant funds to provide stipends to CBOs and members of the target population of survivors and batterers for their participation in focus groups that will inform the collaborative process.

Required Match:

\$188,700. According to Mr. Joseph Huang of DHS, the matching funds are General Fund monies and are included in DHS' FY 2001-02 budget request.

Indirect Costs:

The proposed resolution provides for a waiver of indirect costs in order to allocate all of the subject grant funds to direct project costs.

Budget:

Attachment I, provided by Mr. Huang contains a summary project budget of \$538,080 for FY 2001-02, including the proposed grant of \$349,380 plus \$188,700 in matching funds. Mr. Huang advises that the required matching funds in the amount of \$188,700 includes \$125,500 for a portion of the funding of salaries and benefits for two existing Child Welfare Workers, \$3,200 for Supplies and \$60,000 to fund a Planning consultant, who was selected through an RFQ process, for the Collaboration. (see Attachment I) Mr. Huang reports that the budget is anticipated to be the same for the second and third years of the Grant Period.

Comments:

1. According to Mr. Huang, although the grant period began on January 15, 2001, the Department has not expended any of the subject grant funds. The Department began forming the Collaboration on an informal basis before applying for the subject grant funds and has continued the project within DHS' current budget. In addition, Mr. Huang reports DHS did not seek approval earlier because the Department has encountered delays in planning the project. Mr. Huang further advises that the Department is currently conducting an RFQ for a Project Director under a consulting contract and that the U.S. Department of Health and Human Services has indicated that it will extend the dates of the Grant Period due to the delay in implementation.

2. Mr. Huang advises that all contractors will be chosen through an RFQ process.

3. The U.S. Department of Health and Human Services requires the inclusion of Outreach Materials, as shown in the attached budget, in the amount of 3.5 percent, or \$12,500, of the total grant amount. The funds will be used to disseminate information received at Federal Department of Justice technical assistance workshops.

4. Attachment II is the Summary of Grant Request Form as prepared by DHS, which includes a Disability Access Checklist.

Recommendation:

Approve the proposed resolution.

Collaboration to Address Domestic Violence and Child Maltreatment

Year One Budget

Expenses			
Item	Federal Grant Amount	DHS In-Kind Amount	Description
Personnel	\$0	\$125,500	Two DHS Child Welfare Workers at .5 FTE each will be provided in-kind to this project.
Travel	17,500	0	Airfare, lodging, subsistence costs to attend technical assistance sessions.
Supplies	0	3,200	Office supplies, provided in-kind by DHS
Consultants			DHS IN-KIND – 1)
Planning	0	60,000	Planning consultant
Local Research Partner	50,000	0	through the
Project Director	96,000	0	Department of Public
Admin. Support	28,080	0	Health at \$60,000
Domestic Violence Specialist	40,000	0	
Domestic Violence Training	<u>49,500</u>	<u>0</u>	
Subtotal Consultants	263,580	60,000	
Other			1) Stipends for
Telephone	600	0	participating
Office Supplies	1,200	0	organizations -
Stipends			\$54,000
CBOs	48,000	0	2) Materials for
Target Population	6,000	0	dissemination from
Outreach Materials	<u>12,500</u>	<u>0</u>	technical assistance
Subtotal Other	68,300	0	workshops - \$12,500
Total Expenses	\$349,380	\$188,700	Total Budget Costs of \$538,080.

File Number: 01-1885
(Provided by Clerk of Board of Supervisors)**Grant Information Form**
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: San Francisco Collaboration to Address Domestic Violence and Child Maltreatment
2. Department: Human Services
3. Contact Person: Joseph Huang Telephone: 557-5181
4. Grant Approval Status (check one):
[X] Approved by funding agency [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$349,380
6. a. Matching Funds Required: \$188,700
b. Source(s) of matching funds (if applicable): General Funds
7. a. Grant Source Agency: U.S. Department of Health and Human Services, Administration on Children, Youth and Families
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: Department will hire consultants to develop and implement the Domestic Violence/Child Maltreatment Collaborative. The Collaborative will examine policies and procedures, both within systems and across-systems, in cases where domestic violence and child maltreatment are both present, in order to improve the coordination, policy development, and service delivery in these cases.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 1/15/2001 End-Date: 01/14/2004
10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
12. a. Amount budgeted for contractual services: \$265,380
b. Will contractual services be put out to bid? Yes
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes, these goals will be factored into the RFQ process.
d. Is this likely to be a one-time or ongoing request for contracting out? one-time request

13. a. Does the budget include indirect costs? ☐ Yes ☒ No
 b1. If yes, how much? N/A
 b2. How was the amount calculated? N/A
 c. If no, why are indirect costs not included?
☐ Not allowed by granting agency ☒ To maximize use of grant funds on direct services
☐ Other (please explain): _____
14. Any other significant grant requirements or comments: None

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):
☐ Existing Site(s) ☐ Existing Structure(s) ☐ Existing Program(s) or Service(s)
☐ Rehabilitated Site(s) ☐ Rehabilitated Structure(s) ☐ New Program(s) or Service(s)
☒ New Site(s) ☐ New Structure(s)
16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: _____

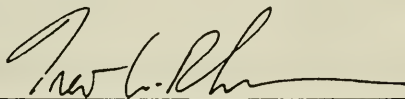
Departmental or Mayor's Office of Disability Reviewer: Magaly Fernandez

(Name)

Date Reviewed: 5/22/01

Department Approval: Trent Rhorer
 (Name)

Executive Director
 (Title)


 (Signature)

Item 3 – File 01-1087

Department: Department of Human Services (DHS)

Item: Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$300,000 from the Stuart Foundation for the implementation of the San Francisco Children's Faith Initiative.

Grant Amount: \$300,000

Source of Funds: Stuart Foundation, a private foundation that provides grant funds to a broad range of projects with the overarching goal of helping the children in the State of California and Washington become responsible citizens.

Grant Period: January 1, 2001 to December 31, 2002 (two years – see Comment No. 1)

Indirect Costs: None

Matching Funds: Total matching funds are \$67,000, \$12,000 of which are General Fund monies included in the FY 2001-02 budget. Mr. Joseph Huang of DHS advises that the \$55,000 balance of the matching funds will be provided by the four faith-based partner organizations (see Comment No. 3) involved in the program.

Description: According to Mr. Huang, the Children's Faith Initiative is a program involving local faith-based organizations, the main goal which is to improve foster care by attempting to place children in homes that reflect their own culture and are geographically close to their original homes. Since the majority of children placed in foster care are minorities, the Children's Faith Initiative aims to target these communities.

Specific aims are to: 1) recruit foster and adoptive families from the community, 2) develop a Faith-Based Services Directory for pastors and families, and 3) design and implement a Parental Academy to serve families at risk for becoming involved with the child welfare system.

The Bay View/Hunters Point Ecumenical Council has signed a Memorandum of Understanding (MOU) with the Faith Initiative to act as lead agency of three other churches that have also signed MOUs with the Children's Faith Initiative (see Comment No. 3).

Budget: Attachment I, provided by DHS, contains the budget details for the proposed program.

- Comments:**
1. As noted above, the grant period is from January 1, 2001 through December 31, 2002. According to Mr. Huang, DHS has already accepted the grant funds from the Stuart Foundation. Therefore, the proposed resolution should provide for retroactive acceptance of the subject grant. However, Mr. Huang advises that no funds have thus far been expended. Mr. Huang informs that the delay in submitting the proposed resolution to the Board of Supervisors was due to turnover within DHS, which delayed the entire project.
 2. The Lead Consultant, Mr. Kevan Carter, was selected in March through a Request for Proposal (RFP) process conducted by DHS, according to Mr. Huang, in anticipation of Board of Supervisors approval. Mr. Huang explains that Mr. Carter was selected prior to Board of Supervisors approval in order to not delay the project any longer. Mr. Huang advises that he estimates that DHS has spent approximately \$10,000 in non-grant funds to date on Mr. Carter's services. Mr. Huang notes that Mr. Carter will be responsible for hiring support staff.
 3. Churches involved in the Children's Faith Initiative include the True Hope Church of God in Christ, the Third Baptist Church of San Francisco, Inc., and the Metropolitan Baptist Church. The Bay View/Hunters Point Ecumenical Council will act as the coordinating agency. According to Mr. Huang, the Faith Based Initiative is attempting to include more faith-based organizations in the program.
 4. According to Mr. Lakey, the Children's Faith Initiative program does not violate any laws regarding the separation of Church and State.

5. Attachment II, provided by DHS, is the Grant Information Form, which includes a Disability Access Checklist.

- Recommendations:**
- (1) In accordance with Comment No. 1, amend the proposed resolution as follows:
 - (a) on page 1, line 3 in the title, insert "*retroactively*" after "*to accept*" so that the phrase reads "*to accept retroactively and expend*".....
 - (b) on page 2, line 2, insert "*retroactively*" after "*to accept*" so that the phrase reads "*to accept retroactively and expend.*"

- (2) Approve the proposed resolution, as amended.

San Francisco Children's Faith Initiative Stuart Foundation

Year One Budget

Expenses		
Item	Amount	Description
Lead Consultant	\$70,000	Salary for one 100% FTE Consultant
Support Staff	34,000	Salary for one 100% FTE Admin Asst
Office Supplies	3,000	Expense for paper and office supplies
Travel	3,000	Cost of sending Consultant and representatives of Faith Initiative to visit Los Angeles Faith Initiative
Space Rental	21,000	Rental and telephone costs for Initiative office
Equipment	5,000	Two computers, telephones
Printing	3,500	Copying costs for Initiative project
Child Care	3,500	Child care reimbursement for meeting participants and volunteers
Evaluation	7,000	Evaluation costs
Total Expenses	150,000	Total Stuart Foundation supported Expenses
In-Kind Contributions		
DHS	12,000	In-kind contribution of administrative staff
CFI Partners	20,000	In-kind contribution of meeting space, food, and support staff

Year Two Budget

Expenses		
Item	Amount	Description
Lead Consultant	\$70,000	Salary for one 100% FTE Consultant
Support Staff	34,000	Salary for one 100% FTE Admin Asst
Office Supplies	3,000	Expense for paper and office supplies
Evaluation	10,000	Evaluation costs
Space Rental	18,000	Rental and telephone costs for Initiative office
Printing	11,500	General Copy fees as well as printing of the "Faith Based Service Directory"
Child Care	3,500	Child care reimbursement for meeting participants and volunteers
Total Expenses	150,000	Total Stuart Foundation supported Expenses
In-Kind Contributions		
DHS and CFI Partners	35,000	In-kind contribution of meeting space, food, and support staff

File Number: 01-1087
 (Provided by Clerk of Board of Supervisors)

Page 1 of 2

Grant Information Form
 (Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: San Francisco Children's Faith Initiative
2. Department: Human Services
3. Contact Person: Joseph Huang Telephone: 557-5181
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$300,000
6. a. Matching Funds Required: \$67,000
 b. Source(s) of matching funds (if applicable): \$55,000 from in-kind donations from participating faith community; \$12,000 from general funds
7. a. Grant Source Agency: The Stuart Foundation
 b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: Department will hire consultants to develop and implement the Faith Initiative. The Faith Initiative will recruit foster and adoptive families; create a faith based service directory, and design and implement a Parental Academy.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
 Start-Date: 1/1/2001 End-Date: 12/31/2002
10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
12. a. Amount budgeted for contractual services: \$300,000
 b. Will contractual services be put out to bid? Yes
 c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes, these goals will be factored into the RFQ process.
 d. Is this likely to be a one-time or ongoing request for contracting out? one-time request

13. a. Does the budget include indirect costs? ☐ Yes ☒ No
- b1. If yes, how much? N/A
- b2. How was the amount calculated? N/A
- c. If no, why are indirect costs not included?
- ☐ Not allowed by granting agency ☒ To maximize use of grant funds on direct services
- ☐ Other (please explain): _____
14. Any other significant grant requirements or comments: None

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):
- ☐ Existing Site(s) ☐ Existing Structure(s) ☐ Existing Program(s) or Service(s)
- ☐ Rehabilitated Site(s) ☐ Rehabilitated Structure(s) ☐ New Program(s) or Service(s)
- ☒ New Site(s) ☐ New Structure(s)
16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

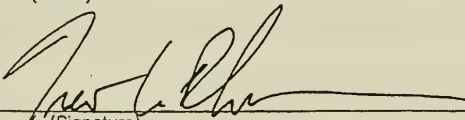
Comments: _____

Departmental or Mayor's Office of Disability Reviewer: Magaly Fernandez
(Name)

Date Reviewed: 5/22/01

Department Approval: Trent Rhorer
(Name)

Executive Director
(Title)


(Signature)

Item 4 – File 01-1089

Department: Department of Human Services (DHS)

Item: Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$500,000 from the Annie E. Casey Foundation for the implementation of the San Francisco Family-to-Family Initiative

Grant Amount: \$500,000

Source of Funds: Annie E. Casey Foundation, a private charitable organization that provides grants to public and non-profit organizations with the goal of strengthening support services, social networks, physical infrastructure, employment, and economies of targeted communities.

Grant Period: July 1, 2001 to June 30, 2003 (two years- see Comment No. 2)

Indirect Costs: None

Matching Funds: None

Description: According to Mr. Joseph Huang of the Department of Human Services, the subject grant will fund the development and implementation of the Family-to-Family Initiative, which is aimed at redesigning foster care services by including families and the community in the decision-making and planning process. The goal is to improve the recruitment, training, and support of foster families.

Mr. Huang advises that the four ways that DHS currently identifies and recruits potential foster parents is through newspaper, television, and radio advertisements as well as through community events. Mr. Huang further advises that the subject grant will help DHS to evaluate the current methods of recruitment and support of foster families. Mr. Huang explains that work on recruitment through the proposed Family-to-Family Initiative will coincide with DHS's work on the Children's Faith Initiative, another proposed DHS grant-funded program

(see Item #3, File 01-1087 of this report) with regard to recruitment of foster families.

Mr. Huang advises that DHS would like to redesign its process of screening and training families to become foster parents. Potential foster parents now attend orientation sessions that inform them about the minimum qualifications and an overview of the process to become a foster parent. Mr. Huang explains that DHS would like to create a more comprehensive process that allows prospective adoptive and foster parents to meet parents of children in the child welfare system. Mr. Huang further explains that DHS would also like families that are unable to become foster parents to be offered the alternatives of becoming a family mentor or providing respite care.

Mr. Huang informs that through the subject grant, DHS anticipates improving the support services that it provides to foster families. Mr. Huang explains that the DHS currently has few formalized support services in place for foster parents and that foster parents in focus groups indicated that they are often frustrated by minimal responsiveness from DHS. Mr. Huang explains that DHS plans to improve such support services by encouraging child welfare workers and foster parents to interact through a series of retreats.

Budget: Attachment I, provided by DHS, includes a detailed budget for the proposed \$500,000 grant.

Comments: 1. According to Mr. Huang, the Department has accepted \$250,000 of the total proposed \$500,000 grant and will receive the \$250,000 balance upon request from the Annie E. Casey Foundation. Since the Department has already accepted a portion of the funds, the proposed resolution should be amended to reflect this retroactive acceptance.

2. Mr. Huang advises that the Grant Information Form and the proposed resolution show the incorrect grant period. Mr. Huang advises that the Grant Information Form and the proposed resolution should reflect a two-year grant period beginning July 1, 2001 and ending June 30, 2003 instead of January 1, 2001 through December 31,

2003. Therefore, the proposed resolution should be amended to reflect the two-year grant period from July 1, 2001 through June 30, 2003.

3. Mr. Huang advises that the Initiative Coordinator and the Research Data Assistant will be selected through a Request for Qualifications (RFQ) process. Mr. Huang advises that he anticipates that the RFQs will be issued soon after the subject grant is approved by the Board of Supervisors. Mr. Huang further advises that prior to the selection of these consultants, a portion of the subject grant, likely less than \$10,000, may be expended for University of California at Berkeley consultants, on a sole-source basis, for preliminary data collection and assessment.

Mr. Huang advises that the Department has not yet determined how the Focus Group Facilitators will be selected. He informs that it will likely be by either a Request for Qualifications (RFQ) process or a sole-source process. A portion of the \$45,000 allocated for Focus Group Facilitation will be used for stipends for focus group participants. Mr. Huang informs that DHS has not yet determined the stipend amount that will be paid to each focus group participant.

Mr. Huang further advises that DHS anticipates awarding the \$25,000 contract for the Financial Planner on a sole-source basis to Ms. Hancine Fisher. He advises that this contract will be awarded on a sole-source basis because Ms. Fisher has worked with DHS previously and has specialized skills necessary to help DHS identify future funding sources for the Family-to-Family Initiative.

4. Mr. Huang advises that DHS has not yet specifically determined how it will spend the \$200,000 shown in the attached budget summary above for Foster Family Support Staff. He explains that such funds will generally be used to encourage families to become foster families, either by funding consultants to help recruit families or providing support services directly to families. He further explains that the Initiative Coordinator will determine specifically how such funds will be spent.

BOARD OF SUPERVISORS
BUDGET ANALYST

- Recommendations:**
1. In accordance with Comment No. 1, amend the proposed resolution as follows:
 - (a) on page 1, line 3 in the title, insert "*retroactively*" after "*to accept*" so that the phrase reads "*to accept retroactively and expend*"
 - (b) on page 2, line 2, insert "*retroactively*" after "*to accept*" so that the phrase reads "*to accept retroactively and expend.*"
 2. In accordance with Comment No. 2, amend the proposed resolution as follows: on page 2, line 4, delete "*January 1, 2001 to December 31, 2003*" and replace it with "*July 1, 2001 to June 30, 2003*" so that line 4 reads "*during the period of July 1, 2001 to June 30, 2003.*"
 3. Approve the proposed resolution, as amended.

Department of Human Services
Division of Family and Children's Services
Family-to-Family Budget Proposal

Item	Justification	Amount
Initiative Coordinator	The Department would like to hire a consultant to coordinate and aid the Department in planning and implementing the Family-to-Family Initiative. (FTE)	\$75,000.00
Focus Group Facilitation	The Department feels that it is wise to have outside individuals facilitate focus groups. We will engage community partners to provide facilitation for the focus groups. In addition we will provide stipends to participate in focus groups.	\$45,000.00
Research Data Assistant	The Department would like an individual to help research, manage and identify data for the Family-to-Family Initiative.	\$55,000.00
Data Collection and Presentation	Laptop computer, LCD projector and software	\$10,000.00
Foster Family Support Staff	The Department would like to "bookmark" staffing monies towards the support of Foster Parents. How this money will be used will be identified during the planning process.	\$200,000.00
Financial Planner	The Department would like to use the services of Hancine Fisher (funding expert) to help leverage the money from this grant as well identify future funding sources for the Family-to-Family Initiative.	25,000.00
Staff Proposal Awards	The Department would like to engage and financially reward staff for efforts in creating innovative, well thought out proposals that foster the Family-to-Family values within the Department.	\$10,000.00
Travel	The Department would like to, when appropriate, send key staff members to visit current Family-to-Family sites. This will be key to "buy-in" for the program.	\$20,000.00
General Meetings	Family-to-Family will require many meetings that are not focus groups. We will need funds for food, child care, room rental, etc.	\$20,000.00
Child Welfare Worker/Foster Parent Retreats	The Department would like to sponsor several retreats for Child Welfare Workers and current Foster Parents. We believe that these retreats will help Child Welfare Workers and Foster Parents get to know each other, develop relationships and cultivate trust.	\$35,000.00
Miscellaneous	Office supplies, copying costs, etc.	\$5,000.00
Total		\$500,000.00

The City and County of San Francisco

File Number: 01-1089
 (Provided by Clerk of Board of Supervisors)

Page 1 of 2

Grant Information Form
 (Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: San Francisco Family-to-Family Initiative
2. Department: Human Services
3. Contact Person: Joseph Huang Telephone: 557-5181
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$500,000
6. a. Matching Funds Required: None
 b. Source(s) of matching funds (if applicable): N/A
7. a. Grant Source Agency: The Annie E. Casey Foundation
 b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: Department will hire consultants to develop and implement the Family-to-Family Initiative. This Initiative will redesign foster care services delivery by building partnerships with the neighborhoods and local communities and including them in team decision-making in efforts to improve the recruitment, training, and support of foster families
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
 Start-Date: 1/1/2001 End-Date: 12/31/2003
10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
12. a. Amount budgeted for contractual services: \$500,000
 b. Will contractual services be put out to bid? Yes
 c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes, these goals will be factored into the RFQ process.
 d. Is this likely to be a one-time or ongoing request for contracting out? one-time request

13. a. Does the budget include indirect costs? [] Yes
 b1. If yes, how much? N/A
 b2. How was the amount calculated? N/A
 c. If no, why are indirect costs not included?
 [] Not allowed by granting agency [X] To maximize use of grant funds on direct services
 [] Other (please explain):
14. Any other significant grant requirements or comments: None

****Disability Access Checklist****

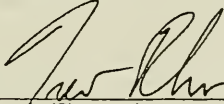
15. This Grant is intended for activities at (check all that apply):
☒ Existing Site(s) [] Existing Structure(s) [] Existing Program(s) or Service(s)
☐ Rehabilitated Site(s) [] Rehabilitated Structure(s) [] New Program(s) or Service(s)
☐ New Site(s) [] New Structure(s)
16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: _____

Departmental or Mayor's Office of Disability Reviewer: Magaly Fernandez
 (Name)

Date Reviewed: 5/22/01

Department Approval: Trent Rhorer Executive Director
 (Name) (Title)


 (Signature)

Department: Department of Human Services (DHS)

Item: Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$20,000 from the Ford Foundation, Innovations in American Government Award Program for the implementation of the San Francisco Kinship Support Network.

Grant Amount: \$20,000

Source of Funds: Ford Foundation, a private foundation that funds a broad range of programs including social service programs.

Grant Period: July 1, 2001 to December 31, 2001 (six months – see Comment No. 1)

Indirect Costs: None

Matching Funds: None

Description: The subject grant will fund the hiring of a public relations firm (see Comment No. 2) to promote the DHS Kinship Support Network, a collaboration between DHS, Mental Health Services, and the Edgewood Center for Children and Families, a private non-profit agency. The partnership provides support services to relatives caring for children when the parents are unable to, as an alternative to placing the children in foster care. The Kinship Support Network attempts to meet the special needs of these caregivers, many of whom are grandparents living on limited incomes.

According to Mr. Joseph Huang of DHS, the Kinship Support Network is funded through a combination of public and private funds that are anticipated to provide a total budget of approximately \$2.2 million in FY 2001-02. The proposed grant will be used for media outreach to publicize the program and for dissemination of the program model and research findings, based on an evaluation of the program that will be funded by sources other than the subject grant.

Budget:	Printing Materials	\$6,000
	Spokesperson	4,000
	Conduct Media Outreach	6,500
	Disseminate the Program Model and Research Findings	<u>3,500</u>
	Total Cost	\$20,000

Comments:

1. According to Mr. Huang, DHS has already accepted the subject grant funds from the Ford Foundation. Therefore, the proposed resolution should provide for retroactive acceptance of the subject grant. However, Mr. Huang advises that no funds have thus far been expended.

2. Mr. Huang advises that DHS anticipates awarding a contract for the entire \$20,000 subject grant amount, on a sole-source basis, to the public relations firm Jungle Communications of San Francisco to promote the Kinship Support Network. According to Mr. Huang, the firm has worked with DHS in the past and is familiar with the Kinship Support Network.

3. The Attachment, provided by DHS, is the Grant Information Form, which includes a Disability Access Checklist.

Recommendations:

(1) In accordance with Comment No. 1, amend the proposed resolution as follows:

- (a) on page 1, line 3 in the title, insert "*retroactively*" after "*to accept*" so that the phrase reads "*to accept retroactively and expend*".....
- (b) on page 2, line 2, insert "*retroactively*" after "*to accept*" so that the phrase reads "*to accept retroactively and expend.*"

(2) Approve the proposed resolution, as amended.

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: San Francisco Kinship Support Network
2. Department: Human Services
3. Contact Person: Joseph Huang Telephone: 557-5181
4. Grant Approval Status (check one):
☒ Approved by funding agency ☐ Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$20,000
6. a. Matching Funds Required: None
b. Source(s) of matching funds (if applicable): N/A
7. a. Grant Source Agency: The Ford Foundation
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: Department will provide comprehensive support services to relative foster care providers.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 7/1/2001 End-Date: 12/31/2001
10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
12. a. Amount budgeted for contractual services: \$20,000
b. Will contractual services be put out to bid? No
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? _____
d. Is this likely to be a one-time or ongoing request for contracting out? one-time request

3. a. Does the budget include indirect costs? ☐ Yes ☒ No
 b1. If yes, how much? N/A
 b2. How was the amount calculated? N/A
 c. If no, why are indirect costs not included?
☐ Not allowed by granting agency ☒ To maximize use of grant funds on direct services
☐ Other (please explain): _____
14. Any other significant grant requirements or comments: None

Disability Access Checklist*

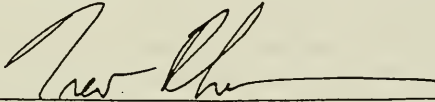
15. This Grant is intended for activities at (check all that apply):
☒ Existing Site(s) ☐ Existing Structure(s) ☐ Existing Program(s) or Service(s)
☐ Rehabilitated Site(s) ☐ Rehabilitated Structure(s) ☐ New Program(s) or Service(s)
☐ New Site(s) ☐ New Structure(s)
16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: _____

Departmental or Mayor's Office of Disability Reviewer: Magaly Fernandez
 (Name)

Date Reviewed: 5/22/01

Department Approval: Trent Rhorer Executive Director
 (Name) (Title)


 (Signature)

Department: District Attorney

Item: Resolution authorizing retroactively the District Attorney of the City and County of San Francisco to accept and expend funds in the amount of \$179,250 made available through the United States Department of Justice, Bureau of Justice Assistance, for the implementation of a community prosecution project entitled "Operation Second Chance," and waiving indirect costs due to funding constraints.

Grant Amount: \$179,250

Source of Funds: United States Department of Justice, Bureau of Justice Assistance

Grant Period: March 1, 2001 through August 30, 2002 (18 months-see Comment No. 1)

Indirect Costs: None. The proposed resolution would waive indirect costs in order to maximize the amount of monies available for the Program's direct costs.

Matching Funds: None

Description: The subject grant would fund the implementation of a community prosecution project, "Operation Second Chance." Ms. Teresa Serata of the District Attorney's Office advises that the goal of the project is to reduce recidivism among street-level narcotics offenders through intensive supervision and employment-focused services, delivered in close collaboration with community partners. The project will target offenders in the Bayview/Hunter's Point, the Mission and the Western Addition neighborhoods. The project will have the following objectives:

- Enroll 200 narcotics offenders in the project during the first 12 months of operation.
- Secure employment for 80 percent of program enrollees within 3-6 months of participation.

- Secure a living wage (as defined by City ordinance) employment for 40 percent of program enrollees within 12 months of participation.
- Document 20 percent recidivism rate reductions among program participants as compared to control groups of similar offenders.
- Establish ongoing mechanisms for public safety partnerships between residents of high-crime neighborhoods, the criminal justice system, health and human service departments, private industry and the faith community.
- Increase by 20 percent neighborhood resident-expressed understanding of and satisfaction with the criminal justice system's handling of narcotic offenses.

Ms. Serata advises that the first group of participants will be 18-30 years old, from the three target neighborhoods, and charged with felony narcotics sale or possession for sale where the case involves less than five grams of opiate or cocaine. Participants will go through an extensive intake interview, including screening for barriers to employment, conducted by a case manager and employment counselor. Services to be provided to each participant will include: skills and job readiness assessment and development; support services for corollary problems affecting the workplace; case management and case monitoring; career advice; resume and interview preparation; work readiness skills training; job search assistance; placement in jobs or internships; peer support; and post-placement mentoring and follow up.

A ten-member Employment and Support Team will develop an employment and support plan for participants. Team members will include a representative from the District Attorney's Office, a representative from the Public Defender's Office, a representative from each of three neighborhood advisory boards, a representative from each of three community-based employment services providers, a representative from the Department of Public Health and a representative from the Department of Human Services. The Employment and Support Team will develop an employment and support plan for participants that may include some of the following

services: adult education classes for literacy and basic reading, mathematics and life skills; pre-employment education and training; substance abuse treatment; child care assistance; family counseling; housing stabilization referrals; and support services to address poor self esteem, anger management and health problems.

Budget: The proposed grant funds of \$179,250 would be expended as follows:

Personnel Costs

0.25 FTE 8133 Victim/Witness Investigator III	
Salary (\$2,491 biweekly x 13.14 pay periods x 0.25)	\$ 8,183
(\$2,566 biweekly x 12.93 pay periods x 0.25)	8,295
(\$2,748 biweekly x 4.29 pay periods x 0.25)	2,947
	19,425
Fringe Benefits (25.8%)	<u>5,005</u>
Subtotal- Personnel Costs	\$ 24,430

Non-Personnel Costs

Contractual Services (see Comment No. 4)	\$148,754
Travel/Training	2,400
Equipment	3,500
Miscellaneous Expenses	<u>166</u>
Subtotal-Non-Personnel Costs	\$154,820

Total	<u>\$ 179,250</u>
-------	-------------------

Comments: 1. The proposed grant period is March 1, 2001 through August 30, 2002. Therefore, the subject resolution authorizes the District Attorney's Office to retroactively accept and expend these grant funds. Ms. Serata advises that the District Attorney's Office has already accepted the subject funds but has not yet expended any of the funds. Ms. Serata explains that the delay in bringing the proposed resolution to the Board of Supervisors was due to employee turnover in the position that manages the grant.

2. Ms. Serata advises that the proposed resolution incorrectly includes wording that allows the District Attorney's Office to accept future extensions or amendments to the subject grant without subsequent Board of Supervisors approval. Ms. Serata further advises

BOARD OF SUPERVISORS
BUDGET ANALYST

that the subject grant is anticipated to be a one-time grant and therefore, such language in the resolution is unnecessary. Therefore, the Budget Analyst recommends amending the proposed resolution accordingly.

3. As shown in the attached Grant Information Form, the subject grant would fund 0.25 FTE of an existing position. Ms. Serata advises that this position is already "G" coded, or grant funded, in the budget as it is currently funded by another grant.

4. Ms. Serata advises that the \$148,754 for Contractual Services will be for centralized case management services, coordination of offender assessment and monitoring of offender progress. Ms. Serata explains that the contractor providing the services will be selected through a competitive Request for Proposals (RFP) process. Ms. Serata advises that the District Attorney's Office is in the process of developing the RFP and anticipates issuing it, at the earliest, by the end of July of 2001.

5. Ms. Serata advises that the \$3,500 for Equipment, shown in the budget summary above, is for workstation setup, including computer, printer, monitor and software. Ms. Serata further advises that the \$2,400 for Training and Travel will fund the attendance of a staff member at a Washington D.C conference for recipients of this grant as well as fund field expenses of staff locally.

6. Ms. Serata advises that the in-kind resources listed below will be provided for the "Operation Second Chance" project. Ms. Serata notes that although matching funds are not required, the Federal granting agency asks that grant applicants show a commitment of local funds. She further notes that the in-kind resources represent the allocation of existing budgeted and community-based nonprofit resources for the Operation Second Chance project.

0.80 FTE Senior District Attorney	\$97,600
0.50 FTE Assistant Investigator	41,680
0.75 FTE Career Counselor	33,750
1.50 FTE Case Manager	60,000
Partner Agency Staff Costs	220,000
Office Supplies/Telephone/Postage	<u>11,000</u>
Total In-Kind Contributions	\$464,030

Ms. Serata advises that the Senior District Attorney and the Assistant Investigator are existing General Fund positions. She further advises that the funds listed for Career Counselor and Case Manager positions will be provided by community-based organizations. She advises that approximately half of the \$220,000 Partner Agency Staff Costs will be for existing in-kind positions to be provided by other City Departments. The remaining portion of the \$220,000 represents already funded contracts with partner agencies to provide "wrap-around" services, as needed, including child care and substance abuse treatment.

7. The Attachment, provided by the District Attorney's Office, is the Grant Information Form, which includes a Disability Access Checklist.

Recommendations:

1. In accordance with Comment No. 2, on page 2, line 3, amend the proposed resolution as follows: delete *"including any extensions or amendments thereof;"*
2. Approve the proposed resolution, as amended.

File Number: 01-1061
(Provided by Clerk of Board of Supervisors)

Page 1 of 1

Grant Information Form

(Effective April 6, 2001)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Community Prosecution Program**

2. Department: **District Attorney's Office**

3. Contact Person: **Teresa Y. Serata**

Telephone: **553-1895**

4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$179,250**

6a. Matching Funds Required:

None.

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency:

Office of Criminal Justice Planning

b. Grant Pass-Through Agency (if applicable):

Bureau of Justice Assistance

8. Proposed Grant Project Summary:

Under this award, The District Attorney's office would implement "Operation Second Chance," a resident-driven restorative justice innovation, to address street-level narcotics offenses. Built upon the success of drug courts and community courts, this program would operate out of a new court. The program is designed to hold offenders accountable, while simultaneously engaging community members and agencies to help offer mentoring, support services, substance abuse treatment and employment for participating defendants.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **March 01, 2001**

End-Date: **August 30, 2002**

10. Number of new positions created and funded: **None. Grant would fund part of an existing position.**

11. If new positions are created, explain the disposition of employees once the grant ends? **n/a**

12a. Amount budgeted for contractual services: **\$148,754**

b. Will contractual services be put out to bid?

Yes.

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? **Yes.**

d. Is this likely to be a one-time or ongoing request for contracting out? **On-going**

13a. Does the budget include indirect costs? ☐ Yes ☒ No

b1. If yes, how much? n/a
b2. How was the amount calculated? n/a

c. If no, why are indirect costs not included?
☐ Not allowed by granting agency ☒ To maximize use of grant funds on direct services
☐ Other (please explain):

14. Any other significant grant requirements or comments:

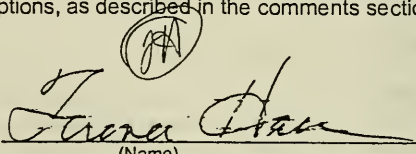
****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s) ☐ Existing Structure(s) ☐ Existing Program(s) or Service(s)
☐ Rehabilitated Site(s) ☐ Rehabilitated Structure(s) ☐ New Program(s) or Service(s)
☐ New Site(s) ☐ New Structure(s)


16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

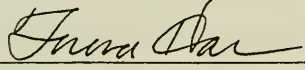
Comments:

Departmental or Mayor's Office of Disability Reviewer: 
(Name)

Date Reviewed: _____

Department Approval:


Terence Hallinan District Attorney
(Name) (Title)


(Signature)

Item 7 – File 01-1088

Department: Department of Human Services (DHS)

Item: Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$700,000 from the State of California, Governor's Office of Emergency Services for the implementation of the Community Resource Computer Learning Center.

Grant Amount: \$700,000

Grant Period: May 2001 through June 2003 (2 years)

Source of Funds: State of California, Governor's Office of Emergency Services

Description: The proposed resolution would authorize DHS to accept and expend \$700,000 in grant funds from the Governor's Office of Emergency Services to finance the development and implementation of a Community Resource Computer Learning Center (CRCLC or "the Center") in the old San Francisco 911 Center, located at 1003A Turk Street. The CRCLC would provide computer access and training for the community, after school activities and resources for children, and programs and group activities for seniors. The Center would be open at least 6 days per week from 9 a.m. to 8 p.m.

Operation of the Center would be contracted out to a group of nonprofit organizations. The subject grant would fund both the administrative costs of the program and capital expenditures, including remodeling costs and equipment purchases.

Budget: Attachment I, provided by Mr. Joseph Huang of DHS contains a detailed project budget. As shown in the project budget, additional funding in the amount of \$789,223 has been secured and awarded directly to the project contractors, including a grant from the U.S. Department of Education for \$734,348 over two years, \$18,000 over two years from the U.S. Corporation for National Service, and a one-time in-kind contribution of

BOARD OF SUPERVISORS
BUDGET ANALYST

\$36,875 in electrical equipment and services from Pacific Bell. Therefore, the total project budget is \$1,489,223.

Required Match: None

Indirect Costs: The Department requests that indirect costs be waived to maximize the use of the grant funds on the Center's direct services.

Comments: 1. According to Mr. Huang, although the grant period was intended to begin in May 2001, the Department has not yet accepted or expended the subject grant funds. Mr. Huang advises that, as noted on the attached Grant Information Form, the subject project is now scheduled to commence in July of 2001 and would extend through June 30, 2003, pending approval of the subject resolution by the Board of Supervisors.

2. Mr. Huang reports that DHS has contracted out for the development, implementation, and operation of the Center. The Department issued a Request for Proposals (RFP) in October of 2000 and received two proposals from nonprofit community organizations: 1) the Allen Community Development Corporation, and 2) the YMCA and the Ella Hill Hutch Community Center in a joint venture. Mr. Huang reports that, with the encouragement of the Department, the two groups reworked and combined their individual submissions into a single collaborative proposal, which was tentatively awarded the \$700,000 contract in March 2001, pending approval of the subject resolution by the Board of Supervisors.

3. The contractual services that would be provided for the subject project by the three organizations include: selection and oversight of subcontractors for various services; purchase of all project equipment and supplies; development and staffing of the Center's programs and activities; and management of all the Center's administrative and operational matters.

Mr. Huang reports that the project contractors would subcontract for remodeling work, auditing services, website and program development, and technical assistance and network administration. As shown in

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment I, the subject grant would fund \$36,755 for remodeling work, \$5,418 for auditing services, \$6,000 for website development, and \$6,362 for network administration, for a total of \$54,535 in subcontracted services.

4. Mr. Huang advises that the contractors would, as part of their project duties, raise funds to sustain the CRCLC upon expiration of the subject grant and the project's other funding sources. According to Mr. Huang, if additional funding were not secured, the subject project would be discontinued.

5. No new positions would be created by the subject project, as the CRCLC would be entirely staffed by the contractors operating the Center.

6. Attachment II is DHS's Grant Application Information Form for the proposed grant funds. DHS has prepared a Disability Access Checklist for the proposed grant program, which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

DEPARTMENT OF HUMAN SERVICES CONTRACT BUDGET SUMMARY BY PROGRAM

ATTACHMENT 3

Page 1 of 1

Contractor's Name		Contract Term	
Allen Community Development Corporation		May 2001 - June 2003	
(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>			
If modification, Effective Date of Mod.		No. of Mod.	
Program: Western Addition Community Technology Center			
Budget Reference Page No.(s) 2-4			
Program Term	Year 1	Year 2	Total
Expenditures			
Salaries & Benefits	\$222,275	\$222,275	\$444,550
Operating Expense	45,915	23,235	69,150
Capital Expenditure	85,180	9,835	94,995
Subtotal	\$353,350	\$255,345	\$608,695
Indirect Percentage (%)	15.0%	15.0%	15.0%
Indirect Cost (Line 16 X Line 17)	\$53,003	\$38,302	\$91,304
Total Expenditures	\$406,353	\$293,647	\$699,999
DHS Revenues			
General Fund	\$406,353	\$293,647	\$700,000
TOTAL DHS REVENUES	\$406,353	\$293,647	\$700,000
Other Revenues			
U.S. Department of Education	\$426,292	\$308,056	\$734,348
U.S. Corporation for National Service	\$9,000	\$9,000	\$18,000
Pacific Bell	\$36,875	\$0	\$36,875
Total Revenues	\$878,520	\$610,703	\$1,489,223
Full Time Equivalent (FTE)	9.27	9.27	9.27
Prepared by: Susan Schorr Telephone No.: 415 557-5585 Date: 5/16/01			
DHS-CO Review Signature: _____			
DHS #1			

2/1/00

Program Name:
(Same as Line 9 on DHS #1)

Western Addition Community Technology Center

ATTACHMENT I

Page 2 of 4

Salaries & Benefits Detail

POSITION TITLE	TERM	Year 1		Year 2				TOTAL
		FTE	SALARIES	FTE	SALARIES	FTE	SALARIES	
Project Director		0.50	\$31,250	0.50	\$31,250			\$82,500
Program Manager		1.00	\$47,500	1.00	\$47,500			\$95,000
Senior & Adult Program Coordinator		1.00	\$37,500	1.00	\$37,500			\$75,000
Youth Program Coordinator		1.00	\$37,500	1.00	\$37,500			\$75,000
Safety & Support/Child Care		1.10	\$15,000	1.10	\$15,000			\$30,000
Tutor Stipend		0.36	\$5,000	0.36	\$5,000			\$10,000
Administrative Services Coordinator		0.20	\$4,500	0.20	\$4,500			\$9,000
Part-Time Receptionist		0.61	\$13,650	0.61	\$13,650			\$27,300
TOTALS		5.77	\$191,900	5.77	\$191,900			\$383,800
EMPLOYEE FRINGE BENEFITS		18%	\$30,375	18%	\$30,375			\$60,750
TOTAL SALARIES & BENEFITS			\$222,275		\$222,275			\$444,550
DHS #2		2/1/00						

Program Name:

Western Addition Community Technology Center

Page 3 of 4

Operating Expense Detail

<u>Expenditure Category</u>	<u>TERM</u>	<u>Year 1</u>	<u>Year 2</u>	<u>TOTAL</u>
Misc Program Supplies/Toys		\$871.	\$437.	\$1,108.
Misc Office Supplies		\$813.	\$813.	\$1,626.
Meeting/Food Costs		\$1,500.	\$1,500.	\$3,000.
Rental-Xerox Machine		\$1,820.	\$1,820.	\$3,640.
Telephone/Equipment		\$3,200.	\$800.	\$4,000.
Telephone Service		\$2,275.	\$2,275.	\$4,550.
Local Transportation		\$688.	\$688.	\$1,376.
Program Incentives		\$780.	\$780.	\$1,560.
Youth Council Stipends/Events		\$1,000.	\$1,000.	\$2,000.
Family/Community Events		\$750.	\$750.	\$1,500.
Friday Night Events		\$1,300.	\$1,300.	\$2,600.
Advertising/Promo		\$625.	\$625.	\$1,250.
Uniform Costs		\$188.	\$188.	\$376.
Walkee-Talkee		\$200.	\$0.	\$200.
1st Aid Kit		\$450.	\$0.	\$450.
Nutrition		\$1,300.	\$1,300.	\$2,600.
Subtotal		\$17,560.	\$14,276.	\$31,836.
CONSULTANT/SUBCONTRACTORS				
Audit		\$2,709.	\$2,709.	\$5,418.
EmpowerNET (Website & Program)		\$3,000.	\$3,000.	\$6,000.
Technical Assist./Network Admin.		\$6,362.	\$0.	\$6,362.
Subtotal		\$12,071.	\$5,709.	\$17,780.
OTHER				
Course Software		\$11,234.	\$0.	\$11,234.
Server Software		\$1,800.	\$0.	\$1,800.
Internet Access (DSL)		\$3,250.	\$3,250.	\$6,500.
Subtotal		\$16,284.	\$3,250.	\$19,534.
TOTAL OPERATING EXPENSE		\$45,915.	\$23,235.	\$69,150.

Program Name: Western Addition Community Technology Center
(Same as Line 9 on DHS #1)

ATTACHMENT I

Page 4 of 4

Capital Expenditure Detail
(Equipment and Remodeling Cost)

EQUIPMENT		Year 1	Year 2	TOTAL
No.	ITEM/DESCRIPTION			
37	Computers	\$18,000	\$5,250	\$23,250
4	Servers	\$5,055	\$1,685	\$6,740
7	Printers	\$2,000	\$800	\$2,800
26	Desks	\$8,500.	\$0.	\$8,500.
28	Chairs	\$2,600.	\$0.	\$2,600.
1	Refrigerator	\$500.	\$0.	\$500.
1	Microwave Oven	\$200.	\$0.	\$200.
5	Tables	\$1,550.	\$0.	\$1,550.
	Partitions	\$1,000.	\$0.	\$1,000.
	Lamps/Lighting	\$2,000.	\$0.	\$2,000.
1	Sofa	\$500.	\$0.	\$500.
	Furnishings	\$6,500.	2100	\$8,600.
TOTAL EQUIPMENT COST		\$48,405	\$9,835	\$58,240
REMODELING				
Description:				
	Painting and carpeting	\$16,880		
	Electrical/Panels/Distribution	\$19,875		
TOTAL REMODELING COST		\$36,755		
TOTAL CAPITAL EXPENDITURE (Equipment and Remodeling Cost)		\$85,160	\$9,835	\$94,995
DHS #4		2/1/00		

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Community Resource Computer Learning Center
2. Department: Human Services
3. Contact Person: Joseph Huang Telephone: 557-5181
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$700,000
6. a. Matching Funds Required: None
b. Source(s) of matching funds (if applicable): N/A
7. a. Grant Source Agency: State of California, Governor's Office of Emergency Services
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: Department will hire consultants to develop and implement the Community Resource Computer Learning Center. This Center will be open at least 6 days a week, from 9 a.m. to 8 p.m., providing computer access and instruction to the community, with several programs targeting specifically adults, children, and seniors.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 7/1/2001 End-Date: 6/30/2003
10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
12. a. Amount budgeted for contractual services: \$700,000
b. Will contractual services be put out to bid? Yes
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes, these goals will be factored into the RFQ process.
d. Is this likely to be a one-time or ongoing request for contracting out? one-time request

13. a. Does the budget include indirect costs? ☐ Yes ☒ No Page 2 of 2
 b1. If yes, how much? N/A
 b2. How was the amount calculated? N/A
 c. If no, why are indirect costs not included?
☐ Not allowed by granting agency ☒ To maximize use of grant funds on direct services
☐ Other (please explain): _____
14. Any other significant grant requirements or comments: None

Disability Access Checklist

15. This Grant is intended for activities at (check all that apply):
☒ Existing Site(s) ☐ Existing Structure(s) ☐ Existing Program(s) or Service(s)
☐ Rehabilitated Site(s) ☐ Rehabilitated Structure(s) ☐ New Program(s) or Service(s)
☐ New Site(s) ☐ New Structure(s)
16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: _____

Departmental or Mayor's Office of Disability Reviewer: Magaly Fernandez

(Name)


Date Reviewed: 5/22/01

Department Approval: Trent Rhorer

(Name)

Executive Director

(Title)


 (Signature)

Item 8 – File 01-1091

Department: Department of Human Services (DHS)

Item: Resolution authorizing the Department of Human Services to accept and expend a grant of \$20,000 from the Zellerbach Family Fund's No Strings Attached Program for the implementation of the "San Francisco Club Siblings Camp."

Grant Amount: \$20,000

Source of Funds: The Zellerbach Family Fund, a private grant foundation

Grant Period: July 1, 2001 through October 31, 2001 (see Comment No. 2)

Indirect Costs: None. The proposed resolution would waive indirect costs in order to maximize the amount of monies available for the Program's direct costs.

Matching Funds: None

Description: The subject grant would authorize the Department of Human Services, Family and Children's Services (FCS) Division, to accept and expend a \$20,000 grant from the Zellerbach Family Fund's No Strings Attached Program. The FCS Division of the DHS provides a wide range of services designed to protect children when a threat of neglect, abuse, exploitation and abandonment presents a danger to the child's safety. The focus of FCS is family support and preservation.

The subject grant would allow the DHS to develop and implement one weeklong event, for seven days and six nights, during the Summer of 2001 called the "San Francisco Club Siblings Camp" to reunite siblings separated in the foster care system. The camp would include structured activities to build trust, communication, and bonding between the siblings for one week during the summer of 2001. The event is designed to support the continued relationship of siblings separated in foster care, provide siblings with a positive, family

experience in foster care, and to provide a structure for continued interaction of youth.

According to Mr. Joseph Huang of the Office of Contract Management at the DHS, this would be the first year that DHS sponsored this camp. According to Mr. Huang, contracted staff would be hired to operate the San Francisco Club Siblings Camp and the details pertaining to the location, dates and the contracted staff would be determined by the contracted Camp Coordinator.

According to Mr. Huang, this weeklong event's participants will be recruited from the Department's database of siblings who are separated in the foster care system. Mr. Huang advises that the Department is anticipating the participation of approximately 50 siblings during the weeklong event.

Budget: The proposed grant funds of \$20,000 would be expended as follows:

Cabins and Food	\$4,500
Coordinator (1)	5,000
Counselors (4)	5,000
Peer Support (6)	1,500
Transportation (bus)	1,500
Materials for activities	<u>2,500</u>

TOTAL PROJECT COST	\$20,000
---------------------------	-----------------

Comments: 1. As indicated above, the grant period is from July 1, 2001 through October 31, 2001. However, Mr. Huang advises that the DHS has already accepted the subject funds but that none of the subject funds have been expended. Therefore, the proposed resolution should be amended to reflect this retroactive acceptance of the subject funds.

2. Mr. Huang advises that even though the grant project period is from July 1, 2001 through October 31, 2001, as discussed above, the San Francisco Club Siblings Camp itself is expected to run for only one week, or seven days

BOARD OF SUPERVISORS

BUDGET ANALYST

and six nights, during the Summer of 2001. The actual dates for this weeklong event will be determined by the contracted Camp Coordinator, once this resolution for the retroactive acceptance of the grant has been authorized.

3. According to Mr. Huang, there will be no new positions created and funded as a result of the development and implementation of the San Francisco Club Siblings Camp. The Camp Coordinator, Counselors, and Peer Support will be contracted as consultants for the duration of the event and will each be paid in lump sum amounts at the end of the weeklong event.

4. As indicated above, the indirect costs would be waived under the proposed grant to maximize the amount of monies available for the Program's direct costs.

5. The Attachment, provided by the Department of Human Services, is the Grant Information Form, which includes a Disability Access Checklist.

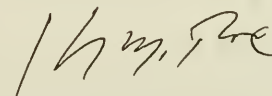
Recommendation:

1. In accordance with Comment No. 1, amend the proposed resolution as follows to reflect the retroactive acceptance of the funds:

- a) on page 1, line 3 in the title, insert "*retroactively*" after "*accept*" so that the phrase reads "*Resolution authorizing the Department of Human Services to accept retroactively and expend a grant...*"
- b) on page 1, in the "*Further Resolved*" clause, insert "*retroactively*" after "*accept*" so that the phrase reads "*authorizes the Department of Human Services to accept retroactively and expend the grant funds...*"

2. Approve the proposed resolution, as amended.

Memo to Economic Vitality, Small Business, and Social Policy Committee
July 3, 2001 Economic Vitality, Small Business, and Social Policy Committee
Meeting



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Stephen Kawa

File Number: _____
(Provided by Clerk of Board of Supervisors)

7 **Grant Information Form**
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: San Francisco Club Siblings Camp
2. Department: Human Services
3. Contact Person: Joseph Huang Telephone: 557-5181
4. Grant Approval Status (check one):
☒ Approved by funding agency ☐ Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$20,000
6. a. Matching Funds Required: None
b. Source(s) of matching funds (if applicable): N/A
7. a. Grant Source Agency: Zellerbach Family Fund
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: Department will organize and implement an event to reunite siblings separated in the foster care system. The event will be a camp where structured activities are provided to build trust, communication, and bonding between the siblings.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 7/1/2001 End-Date: 10/31/2001
10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
12. a. Amount budgeted for contractual services: \$20,000
b. Will contractual services be put out to bid? No
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A
d. Is this likely to be a one-time or ongoing request for contracting out? one-time

13. a. Does the budget include indirect costs? ☐ Yes ☒ No
 b1. If yes, how much? N/A
 b2. How was the amount calculated? N/A
 c. If no, why are indirect costs not included?
☐ Not allowed by granting agency ☒ To maximize use of grant funds on direct services
☐ Other (please explain): _____
14. Any other significant grant requirements or comments: None

****Disability Access Checklist*****


15. This Grant is intended for activities at (check all that apply):
☐ Existing Site(s) ☐ Existing Structure(s) ☐ Existing Program(s) or Service(s)
☐ Rehabilitated Site(s) ☐ Rehabilitated Structure(s) ☐ New Program(s) or Service(s)
☒ New Site(s) ☐ New Structure(s)
16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: _____

Departmental or Mayor's Office of Disability Reviewer: Magaly Fernandez
 (Name)

Date Reviewed: 5/22/01

Department Approval: Trent Rhorer Executive Director
 (Name) (Title)


 (Signature)



City and County of San Francisco

Meeting Minutes

Economic Vitality, Small Business and
Committee

[All Committees]

Government Document Section

Main Library

City Hall

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie Maxwell

Clerk: Deborah Muccino

Tuesday, July 03, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

MEETING CONVENED

The meeting convened at 10:00 a.m.

010974 [Residential Homes]

Supervisor Sandoval

Hearing to address the issue of funding for San Francisco Residential Care Homes for the Mentally Disabled.
5/21/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Jo Ruffin, Director, Community Mental Health Services; Sydney Lam, Community Mental Health Services Staff; Thomas Mesa, Community Mental Health Services Staff-Aging Services; Jose Evans; Mark Gisler; Domingo Palarca; Nelvin Johnson; Jessie Naniola; Roseta Akin; Dr. Martin Fleishman; Bea Stephens, Executive Director, Westside Mental Health; Michael Wise; Norma Satten; Helena Brook; Judy Azeveda; Mary Emma Dean, San Francisco Residential Care Association Staff.

FILED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011085 [Federal grant for the San Francisco Collaboration to Address Domestic Violence and Child Maltreatment]

Supervisor Leno

Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$349,380 from the U.S. Department of Health and Human Services, Administration on Children, Youth and Families for the implementation of the San Francisco Collaboration to Address Domestic Violence and Child Maltreatment. (Human Services Department)

6/6/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Dave Curto, Human Services Department; Miriam Morley, Deputy City Attorney's Office.

7/3/01 Amend the title on page 1, line 4, change the amount "\$349,380" to "\$1,048,140". On page 1, line 19, change the amount "\$349,380" to "1,048,140" and on page 2, line 3, change the amount "\$349,380" to "1,048,140".

Supervisor Newsom requested to be added as a sponsor.

AMENDED.

Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$1,048,140 from the U.S. Department of Health and Human Services, Administration on Children, Youth and Families for the implementation of the San Francisco Collaboration to Address Domestic Violence and Child Maltreatment. (Human Services Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011087 [Private grant for the S.F. Children's Faith Initiative]

Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$300,000 from the Stuart Foundation for the implementation of the San Francisco Children's Faith Initiative. (Human Services Department)

6/6/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Dave Curto, Human Services Department.

7/3/01 Amend the title on page 1, line 3, after "accept" insert "retroactively". On page 2, line 2, after "accept" insert "retroactively".

AMENDED.

Resolution authorizing the Department of Human Services to accept retroactively and expend a grant in the amount of \$300,000 from the Stuart Foundation for the implementation of the San Francisco Children's Faith Initiative. (Human Services Department)

RECOMMENDED AS AMENDED.. by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011089 [Private Grant for the S.F. Family-to-Family Initiative]

Supervisor Leno

Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$500,000 from the Anne E. Casey Foundation for the implementation of the San Francisco Family-to-Family Initiative. (Human Services Department)

6/6/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Dave Curto, Human Services Department.

7/3/01 Amend the title on page 1, line 3, after "accept" insert "retroactively". On page 2, line 2, after "accept" insert "retroactively" and on page 2, line 4, change "January" to "July" and change "December 31", to "June 30".

Supervisor Newsom requested to be added as a sponsor.

AMENDED.

Resolution authorizing the Department of Human Services to accept retroactively and expend a grant in the amount of \$500,000 from the Anne E. Casey Foundation for the implementation of the San Francisco Family-to-Family Initiative. (Human Services Department)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011086 [Private grant for the Kinship Support Network]

Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$20,000 from the Ford Foundation, Innovations in American Government 2000 Award Program for the implementation of the San Francisco Kinship Support Network. (Human Services Department)

6/6/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Dave Curto, Human Services Department.

7/3/01 Amend the title on page 1, line 3, after "accept" insert "retroactively" and on page 2, line 2, after "accept" insert "retroactively".

Supervisor Newsom requested to be added as a sponsor.

AMENDED.

Resolution authorizing the Department of Human Services to accept retroactively and expend a grant in the amount of \$20,000 from the Ford Foundation, Innovations in American Government 2000 Award Program for the implementation of the San Francisco Kinship Support Network. (Human Services Department)

RECOMMENDED AS AMENDED. by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011061 [Federal grant for District Attorney's Community Prosecution Program - Operation Second Chance]

Resolution authorizing retroactively the District Attorney of the City and County of San Francisco to accept and expend funds in the amount of \$179,250 made available through the United States Department of Justice, Bureau of Justice Assistance, for the implementation of a community prosecution project entitled "Operation Second Chance", and waiving indirect costs due to funding constraints. (District Attorney)

6/1/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Tim Solare, District Attorney's Office.

7/3/01 Amend page 2, line 3, after "project" delete "including any extensions or amendments thereof".

Supervisor Newsom requested to be added as a sponsor.

AMENDED.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011088 [State grant for the Community Resource Computer Learning Center]

Supervisors Leno, Newsom

Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$700,000 from the State of California, Governor's Office of Emergency Services for the implementation of the Community Resource Computer Learning Center. (Human Services Department)

6/6/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Dave Curto, Human Services Department.

Supervisor Newsom requested to be added as a sponsor.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011091 [Private grant funds for the S.F. Club Siblings Camp]

Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$20,000 from the Zellerbach Family Fund for the implementation of the San Francisco Club Siblings Camp. (Human Services Department)

6/6/01, RECEIVED AND ASSIGNED to Economic Vitality. Small Business and Social Policy Committee.

Heard in committee. Speakers: Dave Curto, Human Services Department.

7/3/01 Amend the title on page 1, line 3, after "accept" insert "retroactively" and on page 1, line 18, after "accept" insert "retroactively".

Supervisor Newsom requested to be added as a sponsor.

AMENDED.

Resolution authorizing the Department of Human Services to accept retroactively and expend a grant in the amount of \$20,000 from the Zellerbach Family Fund for the implementation of the San Francisco Club Siblings Camp. (Human Services Department)

RECOMMENDED AS AMENDED.. by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

ADJOURNMENT

The meeting adjourned at 12:14 p.m.

.239

101

[Budget Analyst Report]
Susan Hom
Main Library-Govt. Doc. Section

CITY AND COUNTY



OF SAN I

DOCUMENTS DEPT.

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

JUL 16 2001
SAN FRANCISCO
PUBLIC LIBRARY

July 12, 2001

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: July 17, 2001 Economic Vitality, Small Business, and Social Policy Committee Meeting

Item 1 – File 01-1246

Department: Sheriff's Department

Item: Resolution authorizing the Sheriff's Department to accept a grant in the amount of \$3,488,400 over three years and expend grant funds in the amount of \$1,142,372 in FY 2001-2002 from the State Board of Corrections, from funds made available under the Mentally Ill Offender Crime Reduction Demonstration Grant.

Grant Amount: \$3,488,400 over the next three years; \$1,142,372 in FY 2001-2002 (See Comment No. 3)

Source of Funds: State Board of Corrections

Grant Period: July 1, 2001 through June 30, 2004 (three years)

Indirect Costs: \$166,155, based on approximately 5% of direct costs of the Grant Award (See Comment No. 4)

Matching Funds: \$945,804 total matching funds over the next three years. According to Ms. Jean Mariani of the Sheriff's

Department, the total in-kind matching funds for FY 2001-2002 is \$303,324 and is already included in the Sheriff's FY 2001-2002 budget. Ms. Mariani advises that the Sheriff's Department will report the last two years of matching funds in their annual budget.

Description:

The subject grant would authorize the Sheriff's Department to accept a \$3,488,400 Mentally Ill Offender Crime Reduction Demonstration Grant (MIOCRG) grant award over three years and expend \$1,142,372 in FY 2001-2002. In 1998, the California Legislature initiated a major effort aimed at reducing crime, jail crowding, and criminal justice costs associated with mentally ill offenders. The Legislature passed SB 1485, also known as the MIOCRG, which provides competitively-awarded grants to counties to reduce recidivism by providing care for mentally ill offenders. The legislation attempts to address four overarching problems: 1) the increase in mentally ill offenders, 2) overcrowded jails and resulting early release of non-mentally ill offenders, 3) increased criminal justice costs associated with high rates of incarceration, and 4) increased violence and instability within the jails due to mentally ill inmates.

The subject grant would allow the Sheriff's Department to implement a program called "Connections." "Connections" will serve 180 mentally ill offenders during the three-year span of the grant. The program participants will be required to meet the criteria for acceptance in the Sheriff's release programs and have a diagnosis for a major mental illness. The Connections Program will manage clients through their court cases; provide a stabilizing environment including psychiatric and substance treatment and housing; assist with the acquisition of entitlements, such as General Assistance benefits through the Department of Human Services; create work opportunities; and connect the client to community-based treatment programs. The goal of Connections is for clients to successfully complete their court case, obtain entitlements, and be accepted in the appropriate treatment programs.

Budget:

Ms. Mariani has provided a revised FY 2001-2002 grant budget of \$1,141,327, instead of the original \$1,142,372 as

the grant provides. Additionally, Ms. Mariani has provided a budget for the \$303,324 in in-kind matching funds for FY 2001-2002. The budgets are as follows (See Comment No. 3):

Grant Funds for FY 2001-2002

Contracts with Community-based

Organizations	\$866,375
Program Facility Rent	180,000
Professional Services	75,000
Administrative Overhead	16,952
Travel/Per Diem	3,000
SUBTOTAL	\$1,141,327

In-Kind Matching Funds for FY 2001-2002

Contracts with Community-based

Organizations	\$228,000
County Staff	29,144
Administrative Overhead	<u>46,180</u>
SUBTOTAL	\$303,324

TOTAL PROGRAM COSTS **\$1,444,651**

Attachment I, provided by the Sheriff's Department, contains additional budget details for FY 2001-2002.

The total State grant award of \$3,488,400 is for a period of three years, from July 1, 2001 through June 30, 2004. This total is to be allocated for expenditures of \$1,141,327 in FY 2001-2002, \$1,149,711 in FY 2002-2003, and \$1,197,362 in FY 2003-2004. As noted in Comment No. 3 below, the original budget figures have been slightly revised. Attachment II, also provided by the Sheriff's Department, contains the budget details to support all three years of this budget of \$3,488,400, including details of the \$945,804 in matching funds over the three year grant period.

Comments:

1. Ms. Mariani advises that this would be the first Connections Program grant awarded to the Sheriff's Department.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. According to Ms. Mariani, there will be no new positions created as a result of the development and implementation of the Connections Program. According to Ms. Mariani, the administrative work for the program will be performed by two existing positions, one 0.05 FTE Fiscal Director and one 0.25 FTE Senior Administrative Analyst. Ms. Mariani advises that the Sheriff's Department reports the value of the time that these two positions will spend on the grant as an in-kind match.

3. According to Ms. Mariani, more accurate estimates of the program's costs were derived last week as a result of further discussions with community-based organizations and the State Board of Corrections. Ms. Mariani advises that even though the overall total State grant award over three years remained the same, the grant allocations for each fiscal year were revised to reflect more accurate program cost estimates. According to Ms. Mariani, the changes in the State grant allocation for each fiscal year were revised as follow: the FY 2001-2002 allocated State grant decreased by \$1,045, from \$1,142,372 to \$1,141,327; the FY 2002-2003 allocated State grant increased by \$620, from \$1,149,091 to \$1,149,711; and the FY 2003-2004 allocated State grant increased by \$425, from \$1,196,937 to \$1,197,362. The resolution should, therefore, be amended to reflect these changes.

4. Ms. Mariani advises that in order to accomplish the modifications described in Comment No. 3 without changing the amount of the State Board of Corrections grant award, the Sheriff's Department has also reduced indirect costs by \$114,797, from \$166,155 to \$51,358, or from approximately five percent of the total direct costs of the grant amount to one and one-half percent of the total direct costs of the grant amount. The resolution should, therefore, be amended to reflect this change.

5. Attachment III contains the Grant Information Form, which was provided by the Sheriff's Department and includes a Disability Access Checklist.

- Recommendation:**
1. In accordance with Comment No. 3, amend the proposed resolution as follows:
 - a) on page 1, line 4 of the title, change the amount of \$1,142,372 to \$1,141,327
 - b) on page 2, line 10 in the "Whereas" clause, change the amount of \$1,142,372 to \$1,141,327,
 - c) on page 2, line 10 in the "Whereas" clause, change the amount of \$1,149,091 to \$1,149,711
 - d) on page 2, line 10 in the "Whereas" clause, change the amount of \$1,196,937 to \$1,197,362
 - e) on page 2, line 13 in the "Whereas" clause, change the amount of \$1,142,372 to \$1,141,327
 - f) on page 2, line 19 in the "Resolved" clause, change the amount of \$1,142,372 to \$1,141,327
 2. In accordance with Comment No. 4, amend the proposed resolution on page 2, line 3 in the "Whereas" clause, to reflect the new indirect cost rate of one and one-half percent of the project grant, instead of the original five percent of the project grant.
 3. Approve the proposed resolution, as amended.

**SAN FRANCISCO SHERIFF'S DEPARTMENT
MENTALLY ILL OFFENDER CRIME REDUCTION GRANT****DETAILED BUDGET – FIRST YEAR**

Cost Item	State Funds	Match	Total
COUNTY STAFF	0	\$29,144 (in-kind)	\$29,144

In-kind match represents salary and benefits for .05 FTE Chief Financial Officer and .25 FTE Sr. Administrative Analyst, Sheriff's Department.

Cost Item	State Funds	Match	Total
TRAVEL/PER DIEM	\$3,000	0	\$3,000

For attendance at quarterly BOC meetings. Assumes 2 to 3 attendees at each meeting. Travel and per diem costs consistent with county policy.

Cost Item	State Funds	Match	Total
ADMINISTRATIVE OVERHEAD	\$16,952	\$46,180 (in-kind)	\$63,132

Based on 5.5% of direct grant costs, with 1.5% funded from grant and 4% in-kind local match. Grant fund request for incidental costs. Local match for overhead justified by Sheriff's Department's indirect (COWCAP) rate, which is updated annually.

Cost Item	State Funds	Match	Total
PROFESSIONAL SERVICES	\$75,000	0	\$75,000

For grant evaluation component. Evaluation will be performed by Harder+Company Community Research, a San Francisco-based research organization. Represents 1,200 hours at an average hourly rate of \$62.04 plus \$550 for expenses.

Cost Item	State Funds	Match	Total
PROGRAM FACILITY(IES) RENT OR LEASE	\$180,000	0	\$180,000

A critical program component. Budget amount represents 30 rooms in a supported single room occupancy (SRO) hotel at a cost of \$500/room/month. Sheriff's Department will work with Tenderloin Neighborhood Housing.

Cost Item	State Funds	Match	Total
COMMUNITY-BASED ORGANIZATIONS	\$866,375	\$228,000 (in-kind)	\$1,094,375

Provides for agreements with five agencies for the staffing and services described below:

CBO	FTE	Services
Center on Juvenile & Criminal Justice (CJCJ) \$100,000 grant; \$228,000 in kind (General Fund) for homeless release program	2.4	Expand misdemeanor court services, provide specialized case management and peer advocacy for homeless clients. Grant funds 1 coordinator, 1 case manager, and .4 peer advocate for \$81,377 plus \$8,623 for program expenses and \$10,000 for overhead.
San Francisco Pretrial Diversion Project (Pretrial) \$187,000 grant	3.0	Expand services to full-time coverage for 20 courts, public defender, district attorney and probation staff to provide immediate in-custody intake interviews, follow-up and written reports. Provide back-up and support to "Connections" mental health team. \$143,400 for 3 Court Case Management Specialists plus \$6,600 for operating costs. \$37,000 in first year for the development and integration of a universal case management tracking system jointly shared by the agencies providing services to "Connections" clients under this grant. Each manager would be furnished with a laptop computer for immediate access to relevant case information, within the confidentiality guidelines required by all of the systems involved. This will significantly improve case management services. It will provide accurate and prompt progress status reporting to the courts, resulting in more timely and appropriate case disposition. Funds are also requested for technical consulting services to set up the computers with appropriate software and necessary wiring connections among the agencies.
Progress Foundation \$417,972 grant	4.5	Mental health team to provide assessment, case management, medications, linkage and referrals to appropriate community mental health services, and 24/7-crisis response. Staff includes program manager, 3 case managers

CBO	FTE	Services
		and 0.5 FTE psychiatrist (\$237,422 for salaries and fringe benefits). Other expenses, including staff training, insurance, supplies, support services for clients, are included at \$145,500; \$35,150 for overhead.
Community Vocational Enterprises \$112,130 grant	2.1	Vocational internship program including occupational therapy assessment, evaluation and consultation, and paid internships with instruction, support, bi-monthly evaluations and vocational referrals. Includes \$ 97,266 for salaries and benefits of .4 training manager, .7 occupational therapist, \$10,000 for client stipends, \$4,863 for agency overhead.
Lutheran Social Services \$49,273 grant	1.0	Provide benefits advocacy, money management, and representative payee services to "Connections" clients. Includes \$37,781 for salary and benefits of caseworker, \$4,188 for expenses, \$4,479 for agency overhead.

In-kind match represents \$228,000 for the basic homeless release project component that is the foundation for CJCJ's services. "Connections" builds on this innovative program by expanding and enhancing the services currently provided, particularly in terms of swift responses to court requests for information and recommendations, and the addition of a peer advocate to work directly with the more fragile and disconnected clients.

Cost/Client Day, based on a six-month average service utilization, is \$135. While this cost per day is greater than the Sheriff's Department's average daily jail rate (\$72), it is significantly less costly than inpatient hospitalization. This investment represents a full array of services, including case management (both mental health and criminal justice) and immediate mental health services, with 24-hour crisis response, as well as housing, benefits counseling, and vocational services. Given the present difficulty of managing these clients in the community, and the great likelihood that as their interactions with the criminal justice system increase, their mental health will further deteriorate, this investment is preventive as well as rehabilitative. It is also quite likely that some "Connections" clients will continue to be case-managed after their cases are adjudicated, because they will not have successfully transitioned to another level of care within the community. "Connections" staff will work with clients until placement in appropriate services. This may result in a lower cost/client day over the life of the grant.

MIO "CONNECTIONS" BUDGET

REVISED BUDGET		BOC FUNDS				
		Year 1	Year 2	Year 3	Total	Notes
		2001 - 2002	2002 - 2003	2003 - 2004		
COUNTY STAFF						
	None					
TRAVEL / PER DIEM						
	BOC Meetings	3,000	3,000	3,000	9,000	
ADMINISTRATIVE OVERHEAD						
	1.5% Overhead	16,952	17,117	17,289	51,358	
PROFESSIONAL SERVICES						
	Harder+Company Community Research	75,000	78,750	82,688	236,438	1% Yearly Increase
PROGRAM FACILITY RENT						
	TNDC	180,000	180,000	180,000	540,000	
COMMUNITY BASED ORGANIZATIONS						
	CJCJ	2.4FTE	100,000	105,000	110,250	5% Yearly Increase
	Pretrial	3.0FTE	187,000	157,500	509,875	5% Yearly Increase based on \$150,000
	Progress Foundation	4.5FTE	417,972	438,871	1,317,657	5% Yearly Increase
	CVE	1.1FTE	112,130	117,737	353,490	5% Yearly Increase
	Lutheran Social Services	1.0FTE	49,273	51,737	155,333	5% Yearly Increase
OTHER					0	
	Totals	1,141,327	1,149,711	1,197,362	3,488,400	Original BOC Funds
		Total BOC Grant Funds			3,488,400	0 Over Budget
		IN-KIND MATCH				
		Year 1	Year 2	Year 3	Total	Notes
COUNTY STAFF						
	1560 MIO Fiscal Director	05FTE	9,498	9,973	10,472	29,942
	1823 MIO Sr. Admin. Analyst	25FTE	19,646	20,628	21,660	61,934
						5% Yearly Increase
ADMINISTRATIVE OVERHEAD						
	4 % Overhead	46,180	46,640	47,108	139,928	
COMMUNITY BASED ORGANIZATIONS						
	CJCJ	228,000	228,000	228,000	684,000	
	Totals	303,324	305,241	307,239	915,804	Original In-Kind Match
		Total In-Kind Match			915,804	0 Over Budget
		HARD MATCH				
COUNTY STAFF						
	Controller's Staff - Required Audit			30,000	30,000	
		Total Hard Match			30,000	30,000 Original Hard Match
						0 Over Budget
		Overhead Calculation				
		3,488,400				
		-191,286	Total Overhead			
		3,297,114				
		5.5%	Total Overhead Rate			
		3,488,400		3,488,400		
		-51,358	BOC Funds	-139,928	Match	
		3,437,042		3,348,472		
		1.5%	Overhead	4.0%	Overhead	

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Mentally Ill Offender Crime Reduction Grant (MIOCR) - Demonstration Grant FY 2000**
2. Department: **Sheriff's Department**
3. Contact Person: **Jean M. Mariani** Telephone: **(415) 554-4316**
4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$ 3,488,400**

6a. Matching Funds Required: **\$ 945,804**

b. Source(s) of matching funds (if applicable):

\$ 58,271 In-Kind Match - Represents salary and benefits for .05 FTE Chief Financial Officer and .10 FTE Contracts Manager, Sheriff's Department, plus attendance by other county staff (courts, mental health, etc.) at monthly "Connections" meetings.

\$ 166,115 In-Kind Match - Local match for overhead based on Sheriff's Department's indirect (COWCAP) rate, which is updated annually.

\$ 684,000 In-Kind Match - For the basic homeless release project component that is the foundation of CJCJ's services. "Connections" builds on this innovative program by expanding and enhancing the services currently provided, particularly in terms of swift responses to court requests for information and recommendations, and the addition of a peer advocate to work directly with the more fragile and disconnected clients.

\$ 7,418 In-Kind Match - For attendance at monthly "Connections" meetings by agency staff not funded from this grant.

\$ 915,804 TOTAL In-Kind Match

\$ 30,000 Hard Match - Hard match is for end of contract audit by Controller's Office.

7a. Grant Source Agency: **State Board of Corrections (BOC)**

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:

"Connections" will serve 180 mentally ill offenders during the three-year span of the grant. The program participants will be required to meet the criteria for acceptance in the Sheriff's release programs and have a diagnosis of a major mental illness. "Connections" will manage clients through their court cases; provide a stabilizing environment including psychiatric and substance treatment and housing; assist with the acquisition of entitlements; create work opportunities; connect the client to community-based treatment programs; and provide ongoing education to community providers. The goal of "Connections" is for clients to successfully complete their court case; obtain entitlements; and be accepted in the appropriate treatment programs.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 7-1-01

End-Date: 6-30-04

10. Number of new positions created and funded: None

11. If new positions are created, explain the disposition of employees once the grant ends? n/a

12a. Amount budgeted for contractual services: \$ 2,499,847

b. Will contractual services be put out to bid? No; two added to existing contracts.

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Services provided by non-profit organizations.

d. Is this likely to be a one-time or ongoing request for contracting out? For duration of grant.

13a. Does the budget include indirect costs?

☒ Yes☐ No

b1. If yes, how much? \$ 166,155

b2. How was the amount calculated? Based on 5% of Grant Award

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency☐ To maximize use of grant funds on direct services☐ Other (please explain):

14. Any other significant grant requirements or comments:

Grantee required to provide at least 25% local match. Grantee required to submit final audit to Board of Corrections within 120 calendar days of the contract ending date. Grant requires quarterly financial invoices and semi-annual progress reports. Grant includes a program evaluation survey to determine the effectiveness of the project.

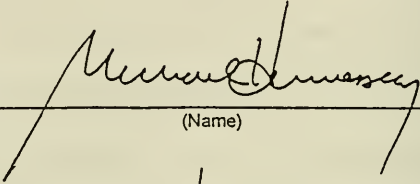
****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

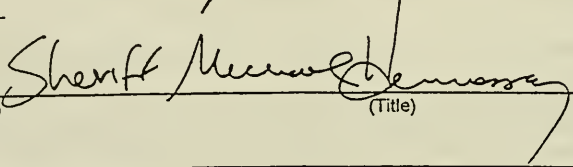
- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: 
(Name)

Date Reviewed: 6/13/01

Department Approval: 
(Name) (Title)

(Signature)

Memo to Economic Vitality, Small Business and Social Policy Committee
July 17, 2001 Economic Vitality, Small Business and Social Policy Committee
Meeting
Item 2 – File 01-1090

Department: Department of the Human Services (DHS)

Item: Resolution authorizing the Department of Human Services to accept and expend two grants in the amounts of \$125,000 and \$25,000 from the Walter & Elise Haas Fund and from the Kimball Foundation respectively for capital improvements for the Café Training Project.

Source of Funds:

Walter & Elise Haas Foundation	\$125,000
Kimball Foundation	25,000

Grant Amount:

Walter & Elise Haas Foundation	\$125,000
Kimball Foundation	<u>25,000</u>
	\$150,000

Grant Period: July 1, 2001 through December 31, 2002 (approximately 18 months)

Required Match: None

Indirect Costs: The Department requests that indirect costs be waived to maximize the use of grant funds on direct services.

Description: The proposed resolution would authorize the DHS to accept and expend two grants in the amount of \$150,000 (\$125,000 plus \$25,000) to fund capital improvement costs associated with the implementation of the Café Training Project for current and former foster care youth.

Specifically, the Café Training Project (Project) would provide current and former foster care youth, ranging in age from 15 ½ to 19 years of age, with food service job training and job experience. The subject grant funds would be used to transform an existing cafeteria space on the second floor of DHS' main building located at 170 Otis to develop the training site. The cafeteria was formerly used as a snack bar and currently holds vending machines. In order to be a fully operational café, the site will need ventilation, equipment and other modifications as required by current building codes.

BOARD OF SUPERVISORS
BUDGET ANALYST

Budget: A summary budget, which is based on cost estimates, of the proposed Café Training Project is as follows:

Facilities/Improvements	\$72,500
Larger Fixtures	30,700
Contingency Funds	11,000
Equipment	35,280
Decorations/Furnishings	<u>13,500</u>
TOTAL	\$162,980

Attachment I, provided by DHS, contains budget details to support the summary budget. The Budget Analyst notes that the cost estimates associated with the Project are approximately \$12,980 more than the total grant award of \$150,000. According to Mr. Joseph Huang from the DHS, DHS is currently looking for additional grant funds to cover the cost differential, and if DHS is unable to secure additional grant funds, they will reduce the Project budget for the proposed capital improvements by \$12,980.

Comments:

1. As noted above, the grant period is July 1, 2001 through December 31, 2002. According to Mr. Huang, DHS has already accepted the subject grants but has not spent any of the grant monies. Therefore, the Budget Analyst recommends that the proposed resolution be amended to account for the retroactive acceptance of the two grants by inserting the word "retroactively" after the phrase "to accept" in lines 3 and 18 on page 1 of the proposed resolution. Additionally, Mr. Huang anticipates starting the facilities improvements for the proposed Project as soon as possible after the Board of Supervisors approval and states that the proposed Project would still be completed by December 31, 2002 despite the late start date.

2. According to Mr. Huang, DHS will contract out the capital improvement work to transform the cafeteria into a café through a competitive bid process after DHS has received Board of Supervisors approval.

3. Mr. Huang states that the Project would serve approximately 10-15 high school youth currently in the foster care system and approximately 12 former foster

BOARD OF SUPERVISORS

BUDGET ANALYST

care youth each year. The Café Training Project would be a part of DHS' Independent Living Skills Program (ILSP), which provides a range of services to prepare youth for emancipation from foster care and limited aftercare for youth who have already been emancipated. Other ISLP services include: (a) a college club which prepares foster care youth for college; (b) a mentor club which matches foster care youth with responsible adults to support and guide the participants; and, (c) remedial tutoring.

4. Mr. Huang advises that the Café would serve food to both DHS staff and visitors to DHS at prices set by an outside contractor who will manage both the Project and the Café. Mr. Huang further advises that the contractor will be selected through a Request for Proposals process and DHS will maintain oversight over the prices charged at the Café. According to Mr. Huang, the on-going operational and training costs of the Project would be funded through the proceeds of the Café itself as well as funding from the State and the San Francisco Unified School District.

5. Attachment II is DHS' Grant Application Information Form, which includes the Disability Access Checklist.

Recommendations:

1. In accordance with Comment 1 above, amend the proposed resolution as follows:

(a) on page 1, line 3, in the title, insert the word "retroactively" after "to accept" so that the phrase reads, "to accept retroactively and expend..."

(b) on page 1, line 18, insert the word "retroactively" after "to accept" so that the phrase reads, "to accept retroactively and expend..."

2. Approve the proposed resolution, as amended.

Memo to Economic Vitality, Small Business and Social Policy Committee
July 17, 2001 Economic Vitality, Small Business and Social Policy Committee
Meeting



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Stephen Kawa

Detail on Start up costs

Overall costs for start up

Facilities/Improvements	\$72,500
Larger fixtures	\$30,700
Contingency funds	\$11,000
Equipment	\$35,280
Decorations/furnishings	\$13,500
Total	\$162,980

Each of these categories is detailed in tables below:

Facilities/Improvements	
Item	Cost
Ventilation	30,000
Hood	5,000
Gas line	6,000
Electrical	5,000
Plumbing	5,000
Rest design	3,500
architectural	10,000
fix walls	5,000
floors	3,000
Total	\$72,500

Larger fixtures	
Item	Cost
Counter	20,000
3 Comp Sink	700
ceiling	10,000
Total	\$30,700

Possible Equipment	
Item	Cost
Grill/Stove/Oven	4,000
Drink Refrigerator	1,800
Freezer	2,500
walk in refrigerator	5,000
Espresso Machine	5,000
Cash Register	600
Coffee Maker	700
Ice Maker	2,000
Pizza Oven	1,000

Fryer	1,000
Soup Pots (2)	300
Microwave	400
Conveyer/toaster	630
Drink Blender	400
Juicer	150
Dish Washer	3,000
pots and pans	3,000
utensils	2,500
Time clock	300
catering equipment	1,000
Total	\$35,280

Furnishings	
Items	Cost
plants/decorations	2,000
music system	2,000
Chairs (50 X 60)	3,000
Tables (15 X 100)	1,500
painting walls	4000
lockers	1000
	\$13,500

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Café Training Project
2. Department: Human Services
3. Contact Person: Joseph Huang Telephone: 557-5181
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$125,000 and \$25,000
6. a. Matching Funds Required: None
b. Source(s) of matching funds (if applicable): N/A
7. a. Grant Source Agency: Walter & Elise Haas Fund and the Kimball Foundation, respectively
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: Department will transform existing space at 170 Otis in order to allow for food preparation so that the Department may implement a café training project to train current and former foster care youth and to provide food service to workers and visitors at 170 Otis.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: 7/1/2001 End-Date: 12/31/2002
10. Number of new positions created and funded: None
11. If new positions are created, explain the disposition of employees once the grant ends? N/A
12. a. Amount budgeted for contractual services: \$150,000
b. Will contractual services be put out to bid? No
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A
d. Is this likely to be a one-time or ongoing request for contracting out? one-time request

13. a. Does the budget include indirect costs? ☐ Yes ☒ No
 b1. If yes, how much? N/A
 b2. How was the amount calculated? N/A
 c. If no, why are indirect costs not included?
☐ Not allowed by granting agency ☒ To maximize use of grant funds on direct services
☐ Other (please explain):

14. Any other significant grant requirements or comments: None

****Disability Access Checklist****


15. This Grant is intended for activities at (check all that apply):
☒ Existing Site(s) ☐ Existing Structure(s) ☐ Existing Program(s) or Service(s)
☐ Rehabilitated Site(s) ☐ Rehabilitated Structure(s) ☐ New Program(s) or Service(s)
☐ New Site(s) ☐ New Structure(s)
16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: _____

Departmental or Mayor's Office of Disability Reviewer: Magaly Fernandez
 (Name)

Date Reviewed: 5/22/01

Department Approval: Trent Rhorer Executive Director
 (Name) (Title)


 (Signature)



City and County of San Francisco
Meeting Minutes
Economic Vitality, Small Business and Social Policy
Committee

City Hall
 1 Dr. Carlton B.
 Goodlett Place
 San Francisco, CA
 94102-4689

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie Maxwell

Clerk: Deborah Muccino

Tuesday, July 17, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

DOCUMENTS DEPT.

MEETING CONVENED

JUL 19 2001

SAN FRANCISCO
 PUBLIC LIBRARY

The meeting convened at 10:10 a.m.

**011246 [Grant for Mentally Ill Offender Program]
 Supervisor Sandoval**

Resolution authorizing the Sheriff's Department to accept a grant in the amount of \$3,488,400 from the State Board of Corrections and expend the amount of \$1,142,372 for a Mentally Ill Crime Reduction Demonstration Grant (MIOCRG).

7/2/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Jean Mariani, Sheriff's Department.

7/17/01 Amend the title on page 1, line 4, change the amount "\$1,142,372" to "\$1,141,327". On page 2, line 3, change "five percent" to "one and one half percent". On page 2, line 10, change the amount "\$1,141,327" to "\$1,149,711", also change "\$1,149,091" to "\$1,149,711" and change "\$1,196,937" to "\$1,197,362". On page 2, line 19, change the amount "\$1,142,372" to "\$1,141,327".

AMENDED.

Resolution authorizing the Sheriff's Department to accept a grant in the amount of \$3,488,400 from the State Board of Corrections and expend the amount of \$1,141,327 for a Mentally Ill Crime Reduction Demonstration Grant (MIOCRG).

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011090 [Private grants for the Cafe' Training Project]

Resolution authorizing the Department of Human Services to accept and expend two grants in the amounts of \$125,000 and \$25,000 from the Walter & Elsie Haas Fund and from the Kimball Foundation respectively for capital improvements for the Cafe' Training Project. (Human Services Department)

6/6/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Joseph Huang, Department of Human Services.

7/17/01 Amend the title on page 1, line 3, after "accept" insert "retroactively". On page 1, line 18, after "accept" insert "retroactively".

AMENDED.

Resolution authorizing the Department of Human Services to accept retroactively and expend two grants in the amounts of \$125,000 and \$25,000 from the Walter & Elsie Haas Fund and from the Kimball Foundation respectively for capital improvements for the Cafe' Training Project. (Human Services Department)

RECOMMENDED AS AMENDED.. by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

011046 [Latino Disability Awareness]
Supervisor Sandoval

Hearing to address the issues faced by people with disabilities particularly in the Latino community in San Francisco.

5/29/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee. Sponsor requests this item be considered at the July 17, 2001 meeting.

Heard in committee. Speakers: David Aldape; Richard Rothman, SEIU Disability Caucus; Laura Echegaray; Carlos Torres, Disability Rights Advocates; Elva Moran; Argelia Ardon; Margarita Tovar; Carolina Rafael; Maria Rodriguez; Milana Millar; Ms. Chung; Michael Kwok; Leroy Moore; Amelia Reynolds; Juan Ramon Madrid; Steven Perry; Ricardo Arguello; Rachel Fox, SF City College, Disabled Students Programs Services; Ching Ling; Mary Skyer; Male Speaker; Doug Brosnan; Michael Park, Director, Mayor's Office of Disability.

FILED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

ADJOURNMENT

The meeting adjourned at 12:07 a.m.

239
/c1
CITY AND COUNTY



OF SAN FRANCISCO DOCUMENTS DEPT.

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

AUG - 6 2001

SAN FRANCISCO
PUBLIC LIBRARY

August 2, 2001

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: August 7, 2001 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 7 - File 01-1306

Department: Sheriff's Department

Item: Resolution authorizing the Sheriff's Department to accept and expend a grant in the amount of \$100,000 from the State of California Controller's Office to fund technology-related acquisitions to enhance public safety.

Grant Amount: \$100,000

Grant Period: According to Ms. Jean Mariani of the Sheriff's Department, there is no formal grant period for the subject project.

Source of Funds: State of California Controller's Office

Description: The State of California Controller's Office included funding within the State's FY 2000-2001 budget for one-time grants to all local law enforcement agencies within the State for the purchase of high-technology equipment under the California Law Enforcement Equipment Program (CLEEP).

The proposed resolution would authorize the Sheriff's Department to accept and expend a one-time CLEEP grant in the amount of \$100,000 for technology-related purchases to streamline the Department's administrative functions. The proposed purchases, totaling \$123,033, would include equipment and services for the establishment of an administrative network that would connect all of the Sheriff's Department offices and facilities to payroll, internet, email, and accounting systems.

Budget:

Attachment I, provided by the Department, details the individual price quotes from the Committee on Information Technology (COIT) for the \$123,033 in proposed technology purchases to be funded by the \$100,000 grant.

According to Ms. Mariani, the \$23,033 in purchases not covered by the subject grant would be funded by a recurring State grant from the State Controller's Office under the Citizens' Option for Public Safety (COPS) program, which provides grants to all of the State's local law enforcement agencies. (See Comment No. 2)

Required Match:

None

Indirect Costs:

The Sheriff's Department is requesting that indirect costs be waived to maximize use of the grant funds for the technology-related purchases.

Comments:

1. According to Ms. Mariani, although the subject grant was appropriated in the State's FY 2000-2001 budget and awarded to the Sheriff's Department in September of 2000, the Department has not yet accepted or expended the subject grant funds. Ms. Mariani advises that the Department delayed submission of the proposed resolution to accept and expend the subject grant for approximately one year because the Department needed time to develop a proposal for the appropriate use of the grant funds. Ms. Mariani notes that the CLEEP grants were automatically awarded to all local law enforcement agencies within the State and did not require submission of an application or proposal.

2. As noted previously, the \$23,033 difference between the \$123,033 in proposed purchases and the \$100,000 subject grant would be funded by a State grant awarded to the Sheriff's Department on a recurring basis under the COPS program, which provides annual funding to all of the State's local law enforcement agencies. According to Ms. Mariani, the Sheriff's Department's FY 2001-2002 budget included \$406,247 in COPS funding. Ms. Mariani advises that a portion of the recurring COPS grant is regularly used for computer-related costs and that the \$23,033 in network equipment would be a consistent use of COPS funds.

3. Ms. Mariani reports that, because maintenance of the Sheriff's Department's equipment is primarily handled internally by the Department's own technical services unit, she does not anticipate any additional maintenance costs for the proposed equipment purchases.

4. Attachment II is the Sheriff's Department's Grant Application Information Form for the proposed grant funds. The Department has prepared a Disability Access Checklist for the proposed grant program, which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

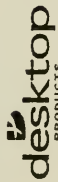
COIT

Information Technology REQUEST/QUOTE

Ordered by:	Sgt. Phil Fairbrother	Phone:	(415) 522-8286; (415) 575-4451	INDEX CODE:	
Entity:	Sheriff's Dept.	Order Date:	6/12/2001	SUB-OBJECT:	
Approval - IT:		Quoted by:	Brad Baker 415-296-2573 (direct)	CONTRACT #:	95202
Approval - Other:		Quote Number:	PFB_0612T	Attachment:	
COIT Approval:		COIT Signature Date:		COIT Number:	

VENDOR ID: 06430

DELIVER TO:



388 Market Street, Suite 400
San Francisco, CA 94111
phone: 510-597-4000
fax 510-428-1660

Item No.	Quantity	Price Per Unit	Manufacturer Part Number	Commodity Code	Description	Amount
1	15	\$3,285.00	2H252-25R		Outlying 14 Sites	
2	15	\$335.00	2H25225RASEP		SMARTSWITCH 2210 W/24 10/100 RJ45 AND HSIMVHSIM SLOT	\$49,275.00
3	13	\$1,845.00	NBD		SUPPORT PACK FOR 2H252-25R EXPRESS NXT BUS DAY 24X7 PHONE	\$5,025.00
4	13	\$40.78	HSIM-W6		SUPP (contract #: 982947 - Legacy: 40036706 - SAP)	
5	13	\$320.00	WPIM-T1		HSIM-W6 WAN MODULAR HSIM WITH 2 WPIM SLOTS.	\$23,985.00
6	13	\$90.00	WPIM-T1		SUPPORT PACK FOR HSIM-W6 EXPRESS NXT BUS DAY 24X7 PHONE	\$530.14
7	1	\$1,470.00	VH-2402SM		SUPP (contract #: 982947 - Legacy: 40036706 - SAP)	
8	1	\$130.00	VH-2402SM-ASEPNBD		WPIM-T1 WAN PORT INTERFACE MODULE SUPPORTS FT1 AND T1 (*includes internal CSU/DSU)	\$4,160.00
9	1	\$30,000.00	SRVC		SUPPORT PACK FOR WPIM-T1 EXPRESS NXT BUS DAY 24X7 PHONE	\$1,170.00
					(1) ELS100-S24TX2M AND (1) ELS100-SMGMT - Managed Standalone Fast Ethernet Stackable switch with 24 RJ45 10/100TX ports, 1 Management Module and 2 rear option slots	\$1,470.00
					SUPPORT PACK FOR VH-2402SM EXPRESS NXT BUS DAY 24X7 PHONE	\$130.00
					SUPP (contract #: 982947 - Legacy: 40036706 - SAP)	
					Setup, Configuration and Installation of equipment at main location and 14	\$30,000.00

If there is more than one page:

Total of this page:

Total of Following Pages	Grand Total	Gross Discount	Gross Total	Sales Tax 8.5%	Invoice Total
\$0.00	\$115,745.14	Included	\$115,745.14	\$7,288.34	\$123,033.48

This is page number: 1 OF 1
COIT Fee is for informational purposes. Do not add to Invoice Total.
\$2,199.16

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **California Law Enforcement Equipment Program (CLEEP)**

2. Department: **Sheriff's Department**

3. Contact Person: **Jean M. Mariani** Telephone: **(415) 554-4316**

4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$ 100,000**

6a. Matching Funds Required: **No**

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: **State of California Controller's Office**

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:

The California Law Enforcement Equipment Program (CLEEP) was included in the 2000-2001 State Budget. CLEEP is a program to ensure that all California's front-line peace officers have the resources they need in order to effectively fight crime and maintain order in the community. The grant will be used for funding new or updated technology-related acquisitions to enhance public safety. The San Francisco Sheriff's Department will use the grant to partially fund the purchase and establishment of an administrative network. The purpose of the network will be to connect all Sheriff's locations to payroll, internet, e-mail and accounting systems.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **7-1-00**

End-Date: **Not specified.**

10. Number of new positions created and funded: **None**

11. If new positions are created, explain the disposition of employees once the grant ends?

12a. Amount budgeted for contractual services: **None**

b. Will contractual services be put out to bid? N/A

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? N/A

13a. Does the budget include indirect costs? ☐ Yes ☒ No

b1. If yes, how much?

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

[] Not allowed by granting agency

☒ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

[X] Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

[] Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

[] New Site(s)

[] New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer:

 (Name)

(Name)

Date Reviewed:

6/26/01

Department Approval:

Michael Hennessey

(Name)

Sheriff

(Title)

(Signature)

Item 8 – File 01-1354

Department: Office of the District Attorney

Item: Resolution retroactively authorizing the Office of the District Attorney to accept and expend a grant in the amount of \$150,000 from the California Office of Criminal Justice Planning for the continued operation of the Statutory Rape Vertical Prosecution Program.

Grant Amount: \$150,000

Source of Funds: California Office of Criminal Justice Planning

Grant Period: July 1, 2001 through June 30, 2002 (1 Year)

Description: The \$150,000 subject grant from the California Office of Criminal Justice Planning (OCJP) would provide the seventh year of funding for the Statutory Rape Vertical Prosecution Program ("SRVP"), an effort to vertically prosecute adult individuals who sexually exploit their under-age partners, with an emphasis on cases that involve domestic violence. Under vertical prosecution, a single attorney in the District Attorney's Office handles the case from the initial arraignment through sentencing by the court. According to Ms. Teresa Serata of the District Attorney's Office, this approach has been shown to increase conviction rates and reduce the stress that victims experience. As appropriate, the District Attorney will coordinate with the Department of Child Support Services, the Police Department, schools, and other concerned organizations to enhance victim services, generate case referrals, and improve the District Attorney's ability to successfully prosecute cases.

The objectives of the program are: (1) to vertically prosecute offenders of juveniles; (2) to maintain the SRVP unit's current capacity and allow the unit to continue to handle all statutory rape cases prosecuted by the District Attorney's Office; and (3) to coordinate with a spectrum of public agencies,

community-based organizations and shelters to assist victims.

The subject grant in the amount of \$150,000 would fund a portion of the salaries and benefits for four positions, totaling 1.18 FTEs, as well as other operating expenses required under the subject project.

Budget:

The proposed budget for the \$150,000 subject grant for the one-year period from July 1, 2001 through June 30, 2002 is as follows:

Personnel Costs

0.13 FTE Asst. Chief Investigator	\$9,822	
0.10 FTE Grants Manager	6,951	
0.80 FTE Senior Attorney	91,224	
0.15 FTE Senior Investigator	11,519	
Fringe Benefits	<u>24,927</u>	
<i>Subtotal Personnel Costs</i>		\$144,443

Operating Expenses

Telephone	407	
Office Supplies	177	
Postage	78	
Photocopying & Printing	118	
Subscriptions & Software	147	
Audit (1% of grant amount)	1,500	
Training/Travel	2,668	
Rent	<u>462</u>	
<i>Subtotal Operating Expenses</i>		<u>5,557</u>

TOTAL GRANT BUDGET **\$150,000**

Required Match: None

Indirect Costs: The proposed resolution provides for a waiver of indirect costs to maximize the use of the grant funds on direct project costs.

Comments: 1. Although the one-year grant period was scheduled to commence on July 1, 2001 and extend

through June 30, 2002, Ms. Serata of the District Attorney's Office advises that the subject grant has not yet been awarded by OCJP due to delays in OCJP's application process. According to Ms. Serata, the Department included the subject grant of \$150,000 in its FY 2001-2002 budget and has already begun expending funds on the subject project in anticipation of the grant award. The proposed resolution should, therefore, provide for retroactive authorization by the Board of Supervisors to accept and expend the subject grant funds. Although the title of the proposed resolution includes a provision for retroactivity, the body of the resolution, as currently written, does not and should therefore be amended.

2. According to Ms. Serata, no new positions would be created under the subject grant. The four positions partially funded by the subject grant are existing staff positions, all of which are currently coded "G" or grant-funded in the District Attorney's annual budget, except for the 0.15 FTE Senior Investigator, which is a permanent position funded primarily by the City's General Fund. Ms. Serata notes that, because the subject grant is a recurring grant that has been annually awarded to the District Attorney's office for six years, not including FY 2001-2002, she does not anticipate any difficulties in obtaining renewal of the grant in subsequent fiscal years. However, Ms. Serata advises that, if the subject grant were not renewed, the District Attorney would seek additional funding sources to continue the project upon expiration of the grant period on June 30, 2002. Ms. Serata reports that, if the District Attorney's Office were unable to secure grant funding to continue the subject project, the one 0.80 FTE Senior Attorney position funded primarily by the subject grant would be terminated. However, the three other positions, funded under the subject grant at 0.13 FTE, 0.10 FTE, and 0.15 FTE, would be maintained since they are primarily funded by other sources.

3. As shown in the budget above, training and travel expenditures under the subject grant are estimated at \$2,668, which would cover the registration fees and travel costs for the four project staff members to attend an OCJP Victim Services Conference and a Teen Pregnancy Conference.

4. The proposed resolution authorizes the District Attorney to execute any augmentations or amendments to the subject grant in future years without seeking additional approval from the Board of Supervisors. Ms. Serata advises that OCJP requires the District Attorney's Office to obtain Board of Supervisors approval of the grant through a resolution, but she notes that OCJP will accept, as evidence of such approval, a one-time resolution that authorizes the District Attorney's Office to execute future augmentations or amendments. Approval of the subject resolution would thus allow the District Attorney's Office to accept and expend future awards through the subject grant program without seeking additional Board of Supervisors approval. However, according to Section 11.1 of the Administrative Provisions of the Fiscal Year 2001-2002 Annual Appropriations Ordinance, recurring grants, such as the subject grant, that are included in the Department's annual budget submission and that were previously approved by the Board of Supervisors in the annual budget, do not require separate authorization by resolution of the Board of Supervisors for the acceptance and expenditure of such grants. Therefore, because the subject grant is a recurring grant that, Ms. Serata advises, will continue to be included in the District Attorney's annual budget, separate approval by the Board of Supervisors is not required in any case, as ongoing grants, such as the subject grant, are reviewed and approved as part of the annual budget process.

5. The Attachment is a Grant Information Form provided by the District Attorney's Office. The District Attorney's Office has prepared a Disability

Access Checklist, a copy of which is on file with the Clerk of the Board of Supervisors.

Recommendation:

1. In accordance with Comment No. 1, amend page 1, line 14 of the proposed resolution by inserting "*retroactively*" before "*accept*" so that the phrase reads "*to retroactively accept and expend...*"
2. Approve the proposed resolution, as amended.

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Statutory Rape Vertical Prosecution**
2. Department: **District Attorney**
3. Contact Person: **Teresa Serata** Telephone: **553-1895**
4. Grant Approval Status (check one):

☐ Approved by funding agency

☒ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$ 150,000.00

6a. Matching Funds Required: \$ n/a

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: **Office of Criminal Justice Planning**

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:

The grant will provide funding for 0.80 attorney, 0.28 victim/witness and D.A. investigators, and 0.10 grants management staff person to handle the vertical prosecution of adults who physically and sexually abuse their underage partners and provide enhanced victim services.

The objectives are: (1) to vertical prosecute offenders who violate Penal Code Sections 261.2, 273.5 and 288 et. seq. on juveniles who are their sexual partners, (2) to maintain the current SRVP unit so that it handles all statutory rape cases prosecuted by the D.A.'s office, and (3) to coordinate within a spectrum of public agencies, community-base organizations and shelters to assist the victims.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **July 1, 2001**

End-Date: **June 30, 2002**

10. Number of new positions created and funded: **None**

11. If new positions are created, explain the disposition of employees once the grant ends?
Positions will be deleted.

12a. Amount budgeted for contractual services: **n/a**

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

13a. Does the budget include indirect costs?

☐ Yes

☒ No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ Other (please explain):

☒ To maximize use of grant funds on direct services

14. Any other significant grant requirements or comments:

OCJP guidelines allow grant funds to be spent for vertical prosecution, investigation, support staff, and operating expenses.

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☐ Rehabilitated Site(s)

☐ New Site(s)

☐ Existing Structure(s)

☐ Rehabilitated Structure(s)

☐ New Structure(s)

☐ Existing Program(s) or Service(s)

☐ New Program(s) or Service(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: _____

(Name)

Date Reviewed: _____

Department Approval: Terence Hallinan

(Name)

District Attorney

(Title)

Signature

Memo to Economic Vitality, Small Business & Social Policy Committee
August 7, 2001 Economic Vitality, Small Business & Social Policy Committee
Meeting

Item 9 – File 01-1380

Department: Sheriff's Department

Item: Resolution authorizing the Sheriff's Department to accept and expend a grant in the amount of \$91,000 from the Private Industry Council of San Francisco for providing a non-custodial parents program for prisoners in the County jail.

Amount: \$91,000

Grant Period: July 1, 2001 through June 30, 2002 (one year)

Source of Funds: Private Industry Council of San Francisco

Required Match: None

Indirect Costs: None

Description: The subject grant would fund the continuation of a one-year demonstration project designed to encourage responsible parenthood for non-custodial parents in County prisons. The Sheriff's Department conducted the demonstration project in FY 2000-2001 under a work order from the Department of Human Services (DHS) as part of that Department's Welfare-to-Work program, according to Ms. Leslie Levitas of the Sheriff's Department. The demonstration project was funded by Federal Temporary Assistance to Needy Families (TANF) funds.

The subject program offers case management services, parenting classes, job training, and legal services to imprisoned non-custodial parents. The goals of the program are to increase the employment and earnings of non-custodial parents, improve their ability to meet child support obligations, and, when possible, reconnect them with their children. The program aims to serve approximately 48 incarcerated non-custodial parents in FY 2001-2002. The subject grant has the possibility of being renewed for additional years, according to Ms. Levitas.

Memo to Economic Vitality, Small Business & Social Policy Committee
August 7, 2001 Economic Vitality, Small Business & Social Policy Committee
Meeting

Budget: The budget for the subject grant is as follows:

Case Manager (Full-time)	\$49,920
Job Developer (Part-time)	19,968
Legal Services	18,240
Equipment	2,076
Supplies	<u>796</u>
TOTAL COST	\$91,000

Comment:

1. Ms. Levitas advises that the Department has chosen consultants on a sole source basis for both the Case Manager and Job Developer positions. Both positions are being continued from the demonstration project, according to Ms. Levitas. Legal Services will be provided through the Prisoner Legal Services Office of the Sheriff's Department. Ms. Levitas advises that the \$18,240 for Legal Services will cover paying additional interns to support the subject grant program.
2. DHS will assist in determining the eligibility of potential enrollees, according to Ms. Hope Kamimoto of DHS.
3. Ms. Levitas advises that the Department has entered into agreement with the Private Industry Council to accept the subject grant funds, but no funds have been expended to date. Therefore, the proposed resolution should provide for retroactive acceptance of the subject grant. Ms. Levitas further advises that the Department has begun preliminary selection of non-custodial parents at the direction of the grantor, so the program will proceed on schedule.
4. The Department's Grant Information Form is attached.

Recommendation:

1. In accordance with Comment No. 1, amend the proposed resolution as follows: on page 1, line 3 in the title, insert "*retroactively*" after "*to accept*" so that the phrase reads "*to accept retroactively and expend*".....
2. Approve the proposed resolution, as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Non-Custodial Parent Program**
2. Department: **Sheriff's Department**
3. Contact Person: **Sunny Schwartz** Telephone: **(415) 575-4465**
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved: **\$ 91,000**
- 6a. Matching Funds Required: **n/a**
b. Source(s) of matching funds (if applicable): **n/a**
- 7a. Grant Source Agency: **Private Industry Council of San Francisco**
b. Grant Pass-Through Agency (if applicable): **n/a**
8. Proposed Grant Project Summary:

This program is designed to encouraged responsible fatherhood for non-custodial parents in the county jail by providing case management, parenting classes, job training and legal services.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **July 1, 2001**

End-Date: **June 30, 2002**

10. Number of new positions created and funded: **0**
11. If new positions are created, explain the disposition of employees once the grant ends?
n/a
- 12a. Amount budgeted for contractual services: **\$ 91,000**
b. Will contractual services be put out to bid? **Yes**

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? **Every effort will be made to recruit women and minorities.**

d. Is this likely to be a one-time or ongoing request for contracting out? **One-time**

13a. Does the budget include indirect costs? ☐ Yes ☒ No

b1. If yes, how much? n/a

b2. How was the amount calculated? n/a

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency ☒ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: **no**

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s) ☒ Existing Structure(s) ☐ Existing Program(s) or Service(s)
☐ Rehabilitated Site(s) ☐ Rehabilitated Structure(s) ☐ New Program(s) or Service(s)
☐ New Site(s) ☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability

Reviewer: Jackie Pun

Jackie Pun
(Name)

Date Reviewed: 7/9/01

Department Approval:

Michael Hennessey
(Name)

Sheriff
(Title)

Michael Hennessey
(Signature)

Item 10 – File 01-1349

Department: Office of the District Attorney

Item: Resolution retroactively authorizing the Office of the District Attorney to accept and expend a grant in the amount of \$197,178 from the California Office of Criminal Justice Planning for the continued operation of the Career Criminal Prosecution Program.

Grant Amount: \$197,178

Source of Funds: California Office of Criminal Justice Planning

Grant Period: July 1, 2001 through June 30, 2002 (1 Year)

Description: The \$197,178 subject grant from the California Office of Criminal Justice Planning (OCJP) would provide the twenty-third year of funding for the Career Criminal Prosecution Program, an effort to vertically prosecute repeat offenders involved in burglaries and robberies and to seek the maximum period of incarceration for such "career criminals." Under vertical prosecution, a single attorney in the District Attorney's Office handles the case from the initial arraignment through sentencing by the court. According to Ms. Teresa Serata of the District Attorney's Office, by allowing attorneys to become familiar with all aspects of a case, the vertical prosecution approach has been shown to increase conviction rates and reduce the stress that victims experience.

The primary objectives of the program are: (1) to use vertical prosecution in career criminal cases; (2) to expeditiously and effectively prosecute recidivist offenders; (3) to incarcerate recidivist offenders for the maximum term authorized by the law; (4) to eliminate or reduce the use of plea bargaining for recidivist offenders.

The subject grant in the amount of \$197,178 would fund a portion of the salaries and benefits for two positions, totaling 1.18 FTEs, as well as other operating expenses required for the subject project.

Budget: The proposed budget for the \$197,178 subject grant for the one-year period from July 1, 2001 through June 30, 2002 is as follows:

<u>Personnel Costs</u>		
0.60 FTE Head Attorney	\$87,016	
0.58 FTE Head Attorney	77,832	
Fringe Benefits	<u>28,984</u>	
<i>Subtotal Personnel Costs</i>		\$193,832
 <u>Operating Expenses</u>		
Telephone	413	
Office Supplies	106	
Postage	59	
Photocopying & Printing	47	
Other Materials & Supplies	157	
Audit (1% of grant amount)	1,972	
Travel	<u>592</u>	
<i>Subtotal Operating Expenses</i>		<u>3,346</u>
 TOTAL GRANT BUDGET		 \$197,178

Required Match: None

Indirect Costs: The proposed resolution provides for a waiver of indirect costs so that such funds can be applied directly to program costs.

Comments: 1. Although the one-year grant period was scheduled to commence on July 1, 2001 and extend through June 30, 2002, Ms. Teresa Serata of the District Attorney's Office advises that the subject grant has not yet been awarded by OCJP due to delays in OCJP's application process. According to Ms. Serata, the Department included the subject grant of \$197,178 in its FY 2001-2002 budget and has already begun expending funds on the subject

BOARD OF SUPERVISORS
BUDGET ANALYST

project in anticipation of the grant award. The proposed resolution therefore provides for retroactive approval of such expenditures by the Board of Supervisors.

2. According to Ms. Serata of the District Attorney's Office, no new positions would be created under the subject grant. The two positions partially funded by the grant are existing staff positions that are coded "G" or grant-funded in the District Attorney's annual budget. Ms. Serata notes that, because the subject grant is a recurring grant that has been annually awarded to the District Attorney's office for over 20 years, she does not anticipate any difficulties in obtaining renewal of the grant in subsequent fiscal years. However, Ms. Serata advises that, if the subject grant were not renewed, the District Attorney would seek additional funding sources to continue the Career Criminal Prosecution Program upon expiration of the grant period on June 30, 2002. Ms. Serata notes that, if the District Attorney's Office were unable to secure grant funding for the project, the two positions funded by the subject grant would be terminated.

3. As shown in the budget above, travel expenditures under the \$197,178 subject grant are estimated at \$592, which would cover the registration fees and travel costs for the two grant-funded positions to attend an annual training.

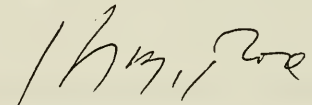
4. The proposed resolution authorizes the District Attorney to execute any extensions, augmentations, or amendments to the subject grant in future years without seeking additional approval from the Board of Supervisors. Ms. Serata advises that OCJP requires the District Attorney's Office to obtain Board of Supervisors approval of the grant through a resolution, but she notes that OCJP will accept, as evidence of such approval, a one-time resolution that authorizes the District Attorney's Office to execute future extensions, augmentations,

BOARD OF SUPERVISORS
BUDGET ANALYST

or amendments. Approval of the subject resolution would thus allow the District Attorney's Office to accept and expend future awards through the subject grant program without seeking additional Board of Supervisors approval. However, according to Section 11.1 of the Administrative Provisions of the Fiscal Year 2001-2002 Annual Appropriations Ordinance, recurring grants, such as the subject grant, that are included in the Department's annual budget submission and that were previously approved by the Board of Supervisors in the annual budget, do not require separate authorization by resolution of the Board of Supervisors for the acceptance and expenditure of such grants. Therefore, because the subject grant is a recurring grant that, Ms. Serata advises, will continue to be included in the District Attorney's annual budget, separate approval by the Board of Supervisors would not be required in any case, as ongoing grants, such as the subject grant, are reviewed and approved as part of the annual budget process.

5. The Attachment is a Grant Information Form provided by the District Attorney's Office. The District Attorney's Office has prepared a Disability Access Checklist, a copy of which is on file with the Clerk of the Board of Supervisors.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Stephen Kawa

BOARD OF SUPERVISORS
BUDGET ANALYST

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Career Criminal Prosecution Program**
2. Department: **District Attorney's Office**
3. Contact Person: **Teresa Y. Serata** Telephone: **553-1895**
4. Grant Approval Status (check one):
☐ Approved by funding agency ☒ Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$197,178**
- 6a. Matching Funds Required: **N/A**
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: **Office of Criminal Justice Planning**
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary:

The subject grant would fund 1.18 FTE positions to provide for the continuation of the District Attorney's effort to vertically prosecute career criminals. Vertical prosecution consists of a single prosecutor conducting preliminary hearings, sentencing, and all significant appearances before the court that are part of the prosecutorial process; vertically prosecuting cases allows attorneys to become familiar with all aspects of a prosecution, and generally results in higher conviction rates.

-
9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **July 1, 2001** End-Date: **June 30, 2002**

10. Number of new positions created and funded: **None**
11. If new positions are created, explain the disposition of employees once the grant ends?
- 12a. Amount budgeted for contractual services: **N/A**
b. Will contractual services be put out to bid?
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?
d. Is this likely to be a one-time or ongoing request for contracting out?

13a. Does the budget include indirect costs?

☐ Yes☒ No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency☒ To maximize use of grant funds on direct services☐ Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****


15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)☐ Existing Structure(s)☐ Existing Program(s) or Service(s)☐ Rehabilitated Site(s)☐ Rehabilitated Structure(s)☐ New Program(s) or Service(s)☐ New Site(s)☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer:


 (Name)

Date Reviewed:

6/29/01

Department Approval:

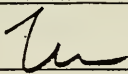
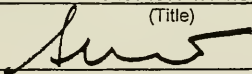
Terence Hallinan

(Name)

District Attorney

(Title)

(Signature)



City and County of San Francisco

Meeting Minutes

Economic Vitality, Small Business and S
Committee

[All Committees]

Government Document Section
Main Library

City Hall
1 Dr. Carlton B.
Goodlett Place

Supervisors: Gerardo Sandoval, Gavin Newsom and S

Clerk: Deborah Muccino

Tuesday, August 07, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom.

Members Absent: Sophie Maxwell.

MEETING CONVENED

The meeting convened at 10:02 a.m.

010981 [Liquor License, 1514 Union Street]

Hearing to consider that the issuance of a Type 48 on-sale general public premises liquor license in exchange for a Type 40 on-sale general eating place liquor license to Joseph M. Gilmartin dba "The Black Horse London Deli" located at 1514 Union Street, District 2, will serve the convenience of the people of the City and County of San Francisco.

5/18/01. RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

6/19/01. CONTINUED TO CALL OF THE CHAIR. Heard in committee. Speakers: Inspector Dave Falzon. S.F.P.D.; Joseph M. Gilmartin, applicant.

Applicant stated he intends to withdraw his ABC application.

Heard in committee. Speaker: Inspector Dave Falzon, SFPD.

PREPARED IN COMMITTEE AS A RESOLUTION DISAPPROVING THE REQUEST.

Resolution disapproving the request for the issuance of a Type 48 on-sale general public premises liquor license in exchange for a Type 40 on-sale general eating place liquor license to Joseph M. Gilmartin dba "The Black Horse London Deli" located at 1514 Union Street, District 2, and determining that it will not serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

DOCUMENTS DEPT.

AUG 10 2001

SAN FRANCISCO
PUBLIC LIBRARY

011037 [Liquor License, 685 Sutter Street]

Hearing to consider that the transfer of a Type 47 on-sale general eating place liquor license to Keith L. Goodman dba "Beer Cellar" located at 685 Sutter Street, District 6, and to exchange said license to a Type 48 on-sale general public premises, will serve the convenience of the people of the City and County of San Francisco.

5/30/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Inspector Dave Falzon, SFPD; Patricia Vaughey.

Conditions: 1) Sales and service of alcoholic beverages shall be permitted only between the hours of 5:00 p.m. and 2:00 a.m. each day of the week. 2) Live entertainment provided shall be limited to a Disc Jockey and music shall not be audible beyond the premises. 3) The petitioner(s) shall be responsible for maintaining free of litter the area in front of and adjacent to the premises over which they have control.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST WITH CONDITIONS.

Resolution determining that the transfer of a Type 47 on-sale general eating place liquor license to Keith L. Goodman dba "Beer Cellar" located at 685 Sutter Street, District 6, and to exchange said license to a Type 48 on-sale general public premises, will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code; with conditions.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011190 [Liquor License Transfer, 2 Henry Adams Street, Suite 21]

Hearing to consider that the transfer of a Type 20 off-sale beer and wine alcoholic beverage control license to Emil J. Maionchi, Jr. dba "The Wine Merchants of Showplace Square" from No. 2 Henry Adams Street, Suite 58 to No. 2 Henry Adams Street, Suite 21 (District 6), will serve the convenience of the people of the City and County of San Francisco.

6/15/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Inspector Dave Falzon, SFPD.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST.

Resolution determining that the transfer of a Type 20 off-sale beer and wine alcoholic beverage control license to Emil J. Maionchi, Jr. dba "The Wine Merchants of Showplace Square" from No. 2 Henry Adams Street, Suite 58 to No. 2 Henry Adams Street, Suite 21 (District 6), will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011129 [Liquor License, 1798 Geary Boulevard]

Hearing to consider that the issuance of a Type 48 on-sale general public premises liquor license to Thomas A. Campbell Jr. dba "Someplace Else" located at 1795 Geary Boulevard, District 5, will serve the convenience of the people of the City and County of San Francisco.

6/14/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Inspector Dave Falzon, SFPD.

FILED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011192 [Liquor License Transfer, 801 Greenwich Street]

Hearing to consider that the transfer of a Type 21 off-sale general alcoholic beverage control license to Moeen Abu Damous dba "Pacific Market" from a demolished building at 801 Greenwich Street (District 3), to a new building at the same location, will serve the convenience of the people of the City and County of San Francisco. 6/21/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Inspector Dave Falzon, SFPD.

FILED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011109 [Liquor License Transfer, 98 Broad Street]

Hearing to consider that the transfer of a Type 21 off-sale general alcoholic beverage control license to Roy C. Adams dba "R.C. Package House" from 105 Broad Street to 98 Broad Street (District 11), will serve the convenience of the people of the City and County of San Francisco.

7/18/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Inspector Dave Falzon, SFPD; Royce Vaughn, Omi Business League; Roy Adams; Paula Adams; Jane Gainor; Regina Blosser; Patricia Vaughey.

Conditions: 1) No person under the age of 21 shall sell or package alcoholic beverages. 2) Wine shall not be sold in bottles or containers smaller than 750 ml, and wine-coolers shall not be sold in units less than a four pack. 3) No pay phone will be maintained on the interior or exterior of the premises. 4) Petitioners shall regularly police the area under their control in an effort to prevent the loitering of persons about the premises. 5) Sales and delivery of alcoholic beverages shall be permitted only between the hours of 7:30 a.m. and 10:00 p.m. Sunday - Thursday and between the hours of 7:30 a.m. and 12:00 midnight Friday and Saturday. 6) No wine shall be sold with an alcohol content greater than 15% by volume. 7) Not more than 20% of the square footage of the premises will be used for the sale of alcoholic beverages. 8) Beer and malt liquor in containers of 16 oz. or less shall not be sold in units of less than a six pack. 9) No alcoholic beverages shall be consumed on any property adjacent to the premises under the control of the licensee. 10) If the California Department of Alcoholic Beverage Control is unable to include (at a minimum) the above listed conditions, this PCN should be considered a denial.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST WITH CONDITIONS.

Resolution determining that the transfer of a Type 21 off-sale general alcoholic beverage control license to Roy C. Adams dba "R.C. Package House" from 105 Broad Street to 98 Broad Street (District 11), will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code; with conditions.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

**011306 [State grant to fund Sheriff Department's purchase and establishment of administrative network]
Supervisor Sandoval**

Resolution authorizing the Sheriff's Department to accept and expend a grant in the amount of \$100,000 from the State of California Controller's Office for funding technology-related acquisitions to enhance public safety. (Sheriff)

7/18/01. RECEIVED AND ASSIGNED to Economic Vitality. Small Business and Social Policy Committee.

Heard in committee. Speaker: Jean Mariani, Sheriff's Department.

Supervisor Sandoval requested to be added as a Sponsor.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011354 [Accept and Expend State Grant - Statutory Rape Vertical Prosecution]

Resolution retroactively authorizing the Office of the District Attorney to accept and expend a grant in the amount of \$150,000 from the California Office of Criminal Justice Planning for the operation of the Statutory Rape Vertical Prosecution Program. (District Attorney)

7/20/01. RECEIVED AND ASSIGNED to Economic Vitality. Small Business and Social Policy Committee.

Heard in committee. Speaker: Daly Dunn, District Attorney's Office.

8/7/01 Amend the title on page 1, line 3, after "accept" insert "retroactively".

Supervisors Sandoval and Newsom requested to be added as Sponsors.

AMENDED.

Resolution retroactively authorizing the Office of the District Attorney to accept retroactively and expend a grant in the amount of \$150,000 from the California Office of Criminal Justice Planning for the operation of the Statutory Rape Vertical Prosecution Program. (District Attorney)

RECOMMENDED AS AMENDED.. by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011380 [Grant for non-custodial parents program for prisoners]

Resolution authorizing the Sheriff's Department to accept and expend a grant in the amount of \$91,000 from the Private Industry Council of San Francisco for providing a non-custodial parents program for prisoners in the county jail. (Sheriff)

7/25/01. RECEIVED AND ASSIGNED to Economic Vitality. Small Business and Social Policy Committee.

Heard in committee. Speaker: Leslie Levitas, Sheriff's Department.

8/7/01 Amend the title on page 1, line 3, after "accept" insert "retroactively".

Supervisors Sandoval and Newsom requested to be added as Sponsors.

AMENDED.

Resolution authorizing the Sheriff's Department to accept retroactively and expend a grant in the amount of \$91,000 from the Private Industry Council of San Francisco for providing a non-custodial parents program for prisoners in the county jail. (Sheriff)

RECOMMENDED AS AMENDED.. by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011349 [Accept and Expend State Grant - Career Criminal Prosecution]
Supervisors Newsom, Sandoval

Resolution authorizing retroactively the District Attorney of the City and County of San Francisco to accept and expend a grant in the amount of \$197,178 made available through The Office of Criminal Justice Planning for a project entitled "Career Criminal Prosecution" to fund vertical prosecution of career criminals. (District Attorney)

7/20/01. RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Daly Dunn, District Attorney's Office.

Supervisors Sandoval and Newsom requested to be added as Sponsors.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

010779 [Campaign and Governmental Conduct Code, Recorded Political Telephone Messages]
Supervisors Peskin, Newsom

Ordinance amending Article I, Chapter I of the San Francisco Campaign and Governmental Conduct Code by amending Section 1.104 and adding Section 1.163 to require persons funding recorded telephone calls that support or oppose candidates for City elective office to identify themselves as the source of funding.

4/30/01. ASSIGNED UNDER 30 DAY RULE to Economic Vitality, Small Business and Social Policy Committee. Refer to Ethics Commission and Small Business Commission.

Heard in committee. Speakers: Supervisor Peskin; John Kennedy, Deputy City Attorney; Ginny Vida, Ethics Commission.

Supervisor Newsom requested to be added as a Sponsor.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011281 [International Museum of Women]
Supervisors Ammiano, Leno, Peskin, Newsom, Daly, Maxwell, Sandoval

Resolution authorizing the International Museum of Women to San Francisco, and encouraging the Port Commission of San Francisco to negotiate with the International Museum of Women.

7/9/01. REFERRED FOR ADOPTION WITHOUT COMMITTEE REFERENCE AGENDA AT THE NEXT BOARD MEETING.

7/16/01. SEVERED FROM FOR ADOPTION WITHOUT COMMITTEE REFERENCE AGENDA. Supervisor McGoldrick requested this matter be severed so it could be considered separately.

7/16/01. REFERRED TO Economic Vitality, Small Business and Social Policy Committee. Supervisor McGoldrick requested this matter be sent to committee.

Heard in committee. Speakers: Supervisor Ammiano; Supervisor McGoldrick; Elizabeth Colton, International Museum of Women; Bettie Steiger, International Museum of Women; Dr. Karen Offen; International Museum of Women; Sue Bierman; Andrea Shorter; Elmy Bermeyo, California Commission on Status of Women; Del Martin, International Museum of Women; Gerry Crowley; Greg Wagner, SPUR; Vanessa George; Pyllis Lyon; Alec Bash, Port of San Francisco.

Supervisor Sandoval requested to be added as a Sponsor.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011329 [Presidio Trust Planning Work Group]**Supervisor Newsom**

Resolution establishing a Presidio Trust Planning Work Group to be comprised of representatives from the San Francisco Planning Department, the Department of Public Works, the Department of Parking and Traffic and the Transit Authority to monitor the development of all planning activities being developed for implementation by the Presidio Trust.

7/16/01. REFERRED FOR ADOPTION WITHOUT COMMITTEE REFERENCE AGENDA AT THE NEXT BOARD MEETING.

7/23/01. REFERRED. Referred to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Alex Tourk, Director, Mayor's Office of Neighborhood Services; Peter Straus, Muni; Jerry Robins, Department of Parking and Traffic; Rich Hillis, Mayor's Office of Economic Development; Nelson Wong, Department of Public Works; Patricia Vaughey; Ernestine Weiss; Male Speaker; Gloria Fontanello; Dana Polk, Presidio Trust; Stephen Cucci.

8/7/01 Amendment of the whole bearing new title.

Supervisor Sandoval requested to be added as a co-sponsor.

AMENDED, AN AMENDMENT OF THE WHOLE BEARING NEW TITLE.

Resolution establishing a Presidio Trust Planning Work Group to be comprised of representatives from the Golden Gate Valley Neighborhood Association, Coalition for San Francisco Neighborhoods, Cow Hollow Neighbors in Action, Cow Hollow Association, the Marina Civic Improvement and Property Owners Association, Pacific Heights Residents Association, the Planning Association for the Richmond, the West Presidio Neighborhood Association, Marina Merchants Association, the National Parks Conservation Association, The Sierra Club, San Francisco Planning Department, the Department of Public Works, the Department of Parking and Traffic, the San Francisco County Transportation Authority, the Municipal Transportation Agency, Recreation and Park Department, the Public Utilities Commission, the Mayor's Office of Economic Development and the Mayor's Office of Neighborhood Services to examine the development of all planning activities being developed for implementation by the Presidio Trust.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

ADJOURNMENT

The meeting adjourned at 12:53 p.m.

239

/01

[Budget Analyst Report]
Susan Hom
Main Library-Govt. Doc. Section

CITY AND COUNTY



OF SAN FRANCISCO

DOCUMENTS DEPT

BOARD OF SUPERVISORS

AUG 20 2001

BUDGET ANALYST

SAN FRANCISCO
PUBLIC LIBRARY

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

August 16, 2001

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: August 21, 2001 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 5 - File 01-1427

Department: City Administrator
Solid Waste Management Program

Item: Resolution authorizing the Department of the City Administrator to retroactively accept and expend a grant in the amount of \$25,000 from the San Francisco Foundation for the purpose of implementing the Food Scrap Diversion at Schools Project.

Grant Amount: \$25,000

Grant Period: June 1, 2001 through May 31, 2002 (1 year)

Source of Funds: San Francisco Foundation

Description: The proposed resolution would authorize the Solid Waste Management Program to retroactively accept and expend \$25,000 in grant funds from the San Francisco Foundation for the continuation and expansion of the Food Scrap Diversion at Schools Project. The Food Scrap Diversion at Schools Project is intended to reduce organic waste in the schools and thereby improve the City's

compliance with the Integrated Waste Management Act of 1989, which requires that the City divert 50 percent of its waste from landfills. This Project was established as part of the San Francisco Recycling Program, in June of 2000, using grant funds from the California Integrated Waste Management Board (Files 00-1469 and 00-1351) and has since expanded to organic waste diversion and composting programs at five schools.

The subject \$25,000 grant would fund:

- Recruitment of ten schools for pilot projects (see Comment No. 5);
- Equipment, outreach and training for students and staff at participating school sites;
- Coordination of waste collection for off-site composting;
- Facilitation of on-site composting at designated schools;
- Waste audits to assess outcomes; and
- Education of after-school clubs and interested agencies.

Budget:

A summary budget for the subject \$25,000 Food Scrap Diversion Project for the one-year period from June 1, 2001 through May 31, 2002, is as follows:

Technical Assistant (See Comment No. 2)	\$19,800
Travel (See Comment No. 3)	500
Composting Supplies	2,600
Outreach Supplies & Materials	1,100
School Contest Costs	<u>1,000</u>
Total	\$25,000

Required Match:

None

Indirect Costs:

The Department requests that indirect costs be waived to maximize the use of the grant funds on direct project costs.

Comments:

1. The one-year grant period began on June 1, 2001 and will expire on May 31, 2002. Mr. Mario Padilla of the Solid Waste Management Program advises that although the grant period began on June 1, 2001, the Department

has not yet accepted or expended any of these grant funds.

The Solid Waste Management Program delayed the submission to the Board of Supervisors of the proposed resolution to accept and expend the subject grant, because according to Mr. Padilla, and as shown in the Attachment, the granting agency, the San Francisco Foundation, did not officially notify the City of the award until June 21, 2001, or three weeks after the grant period was to have commenced.

2. Mr. Padilla advises that the Technical Assistant position would be retained on a contract basis. According to Mr. Padilla, Ms. Becky White, was selected as the Technical Assistant for this Project on a sole source basis because she is currently performing other related contractual services for the Solid Waste Management Program and is familiar with the Food Scrap Diversion Project. The Technical Assistant will be paid \$20 per hour, for 990 hours, for a total of \$19,800, under the subject grant.

3. As shown in the budget above, \$500 of travel expenses are included over the one-year grant period. According to Mr. Padilla, this \$500 covers the estimated costs associated with traveling to various school sites in San Francisco.

4. Mr. Padilla advises that the Solid Waste Management Program will seek additional grant funding to continue the Food Scrap Diversion Project upon expiration of the subject grant period on May 31, 2002. In fact, Mr. Padilla advises that one of the Technical Assistant's duties under her contract with the Solid Waste Management Program will include raising funds to sustain the Food Scrap Diversion Project upon expiration of the subject grant. According to Mr. Padilla, if additional grant funding is not secured, the Technical Assistant position would be terminated and the Solid Waste Management Program's Food Scrap Diversion Project would be scaled back considerably.

5. According to Mr. Padilla, the Solid Waste Management Program has not yet selected the ten schools that would be recruited into the Project under the subject grant. Mr. Padilla states that the Program would give priority to public schools over private schools and would determine the schools selected based on: (1) the amount of organic waste generated; (2) support within the school's community (teachers, parents, and administrators); (3) how well a project could be integrated with the school's existing recycling projects; and (4) any site location constraints.

6. The Attachment is the Solid Waste Management Program's Grant Application Information Form for the proposed grant funds. The Solid Waste Management Program has prepared a Disability Access Checklist for the proposed grant program, which is on file with the Clerk of the Board.

Recommendation: Approve the proposed resolution.

File Number: C-2001-0566

Grant Application Information Form

A document required to accompany a proposed resolution
Authorization a Department to Accept & Expend Grant Funds

To: The Board of Supervisors
Attn. Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

1. Department: Solid Waste Management Program
2. Contact Person: Krista Danielson Telephone: (415) 554-3410
3. Project Title: Technical Assistance to Schools
4. Grant Source Agency: San Francisco Foundation
5. Type of Funds: ☐ Federal ☐ Federal-State(Pass-Through) ☐ State ☐ Local ☒ Private

6. Proposed (New / Continuation) Grant Project Summary:

The Technical Assistance to Schools is to set goals for the food scrap collection program to reduce the amount of organic waste sent to the landfill, educate students and teachers about composting, and help San Francisco achieve the goals of the Integrated Waste Management Act.

7. Amount of Grant Funding Applied for: \$25,000.00
8. Maximum Funding Amount Available: \$25,000.00
9. Required Matching Funds? Yes: ☐ No: ☒ / Cash or In-kind? ☐

If yes, list dollar amount and identify source of Matching Funds in Department Budget:

N/A

10. Number of new position created and funded: None

11. If new position are created, explain the disposition of employees once the grant ends?

N/A

12. Are indirect costs eligible cost for this grant? Yes: ☐ No: ☒

If yes, please identify the amount of \$ in indirect costs? N/A

13. Amount to be spent on contractual services: N/A

14. a.) Will contractual services be put out to bid? N/A

b.) If so will contract services help to further the goals of the department's MBE/WBE requirements?
N/A

15. Is this likely to be a one time or ongoing request for contracting out? N/A

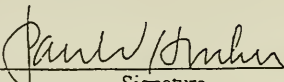
16. Term of Grant: Start-Date: June 1, 2001 End-Date: May 31, 2002

17. Date Department Notified of Available Funds: June 21, 2001

18. Grant Application Due Date: July 23, 2001

19. Grant Funding Guidelines and Options (selected from RFP, grant announcement or appropriation legislation):

20. Department Head Approval: PAUL HORCHER DIRECTOR
(Name) (Title)


Signature

Memo to Economic Vitality, Small Business and Social Policy Committee
August 21, 2001 Economic Vitality, Small Business and Social Pol. Comm. Meeting
Item 7 – File 01-1275

Department: Public Defender

Item: Resolution authorizing the Office of the Public Defender to accept and expend a grant in the amount of \$197,714 for FY 2001-2002 from the State Office of Criminal Justice Planning (OCJP) as part of the on-going Vertical Defense of Indigent Program.

Source of Funds: State Office of Criminal Justice Planning

Grant Amount: \$197,714

Grant Period: July 1, 2001 through June 30, 2002 (one year)

Required Match: None

Indirect Costs: The Department requests that indirect costs be waived to maximize the use of grant funds on direct services.

Description: The subject grant from the California Office of Criminal Justice Planning (OCJP) would provide funding for the Public Defender's Vertical Defense of Indigents (VDI) Major Felonies Unit for the period of July 1, 2001 through June 30, 2002. The VDI Major Felonies Unit was established in 1999 as a direct result of funding from OCJP. The primary goal of the subject program is to provide consistent, high quality "vertical representation" to indigents charged with major felony offenses, including career criminal and three-strike defendants being prosecuted by the District Attorney's career criminal unit. Under vertical representation, a single attorney in the Public Defender's Office handles the case from the initial arraignment through sentencing by the court. Deputy Public Defender Michael Fox advises that vertical representation allows an attorney to become familiar with all aspects of a case, and has been shown to improve representation. Mr. Fox states that it is anticipated that the VDI Unit will accept approximately 45 new cases in FY 2001-2002.

Comment: Mr. Fox notes that the Public Defender's Office applied for the subject grant on July 13, 2001 and has not yet received official, written notification from OCJP that the

BOARD OF SUPERVISORS
BUDGET ANALYST

Public Defender has been awarded the subject VDI grant. However, Mr. Fox anticipates that the Public Defender's Office will receive written notification of the award from OCJP in a week to two weeks. Given the fact that the Department has not yet been officially awarded the subject grant, the Budget Analyst notes that there is no grant to accept and expend. Therefore, the Budget Analyst recommends that the proposed resolution be continued to the Call of the Chair, until the Department has received an award letter from OCJP.

Recommendation: Continue the proposed resolution to the Call of the Chair pending State notification to the Public Defender's Office regarding the award of the subject grant from OCJP.

Memo to Economic Vitality, Small Business & Social Policy Committee
August 21, 2001 Economic Vitality, Small Bus. & Social Policy Com. Meeting
Item 8 – File 01-1492

Department: Department of Human Services (DHS)

Item: Resolution authorizing the Department of Human Services to accept and expend a forgivable loan in the amount of \$496,544 from the California Department of Housing and Community Development, Emergency Housing Assistance Program, to make crucial facility improvements to the Multi-Service Center North (1101 Polk Street) shelter for homeless persons.

Loan Amount: \$496,544

Loan Period: September 1, 2001 through August 31, 2008 – seven years

Source of Funds: California Department of Housing and Community Development, Emergency Housing Assistance Program

Required Match: None (see Comment No. 1)

Indirect Costs: None

Description: The proposed resolution would allow the Department of Human Services (DHS) to accept and expend a forgivable loan of \$496,544 from the California Department of Housing and Community Development, Emergency Housing Assistance Program, to replace equipment and make repairs at the Multi-Service Center North at 1101 Polk Street, a City-owned building. The Multi-Service Center North is a 250-bed shelter for homeless persons operated by the Episcopal Sanctuary. The shelter has been in operation since 1990 and is funded through DHS's annual budget.

The subject funds would be used to overhaul one of the building's two elevators, make heating and cooling repairs, replace sprinkler heads, replace five interior doors, replace the kitchen stove, install new toilet and shower partitions in the bathrooms,

and install new tiles in the laundry room and on the stairs.

Budget:

Attachment I, provided by DHS, contains budget details for the proposed improvements to the Multi-Service Center North at 1101 Polk Street.

Comments:

1. Although matching funds are not required, DHS will contribute \$18,324 of in-kind matching funds for existing DHS staff to monitor the project, for a total estimated project cost of \$514,868 (\$496,544 plus \$18,324). Funds for such positions were included in the DHS FY 2001-2002 budget. Attachment I contains budget details for the \$18,324 of in-kind matching funds.

2. According to Mr. Dan Kelly of DHS, the subject loan would be forgiven on August 31, 2008 if the Multi-Service Center North continues to be used as a shelter for homeless persons until such date. Mr. Kelly advises that DHS has already committed this site to be used as a shelter for homeless persons through 2010 under the conditions of a different 20-year forgivable loan given to DHS in 1990. That 20-year forgivable loan in the amount of \$2,317,447 was given to DHS by the Federal Emergency Management Agency (FEMA) to rehabilitate the building at 1101 Polk Street to be used as a homeless shelter after the 1989 Loma Prieta earthquake caused damage to many of the City's single room occupancy hotels.

3. The subject forgivable loan period is from September 1, 2001 through August 31, 2008. Mr. Kelly reports that the subject forgivable loan funds would likely be fully expended by June 30, 2002.

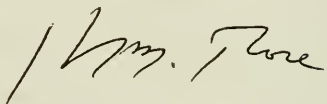
4. Attachment II is the Department's Grant Information Form for the proposed grant funds. The Department has prepared a Disability Access Checklist, a copy of which is on file with the Clerk of the Board of Supervisors.

5. The attached Grant Information Form (Attachment II) shows that the entire forgivable

Memo to Economic Vitality, Small Business & Social Policy Committee
August 21, 2001 Economic Vitality, Small Bus. & Social Policy Com. Meeting

loan amount of \$496,544 is budgeted for contractual services. According to Mr. Kelly, DHS would select approximately seven contractors through competitive bid processes after DHS has received Board of Supervisors approval to accept and expend the subject forgivable loan funds.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Ben Rosenfield

San Francisco Department of Human Services
 Budget for Capital Development Deferred Loan
 California Department of Housing and Community Development
 Emergency Housing Assistance Program (EHAP)

September 1, 2001 – August 31, 2002

Budget Item	EHAP	SF-DHS	Total
Elevators			
Repair motor armature shaft	\$7,915		
Overhaul, update, vandal-proof	\$85,000		
Replace elevator lobby lighting	\$1,296		
Heating and Cooling			
Replace boiler	\$88,500		
Replace reheat coils and thermostats	\$105,153		
Economizer and chiller system	\$21,000		
Duct cleaning	\$65,000		
Retrofit temp control panel and replace compressor	\$21,500		
Replace chill water pump	\$6,450		
Replace chill water mixing valve	\$6,875		
Sprinkler Heads	\$10,000		
Sump Pump			
Replace sump pump	\$10,998		
Interior Doors			
Replace 5 metal doors	\$6,050		
Kitchen			
Replace oven with griddle	\$5,068		
Toilet and Shower Partitions	\$10,000		
Tiles			
Stair tiles	\$15,000		
Main Laundry tiles	\$14,930		
Resident Laundry Tiles	\$12,309		
Iron Gate	\$3,500		
In-Kind Match (all match is in the form of personnel to monitor implementation; there is no cash match)			
Stationary Engineer (480 hours)		\$12,653	
Director of Support Services (60 hours)		\$2,304	
Single Adult Shelter System Coordinator (36 hours)		\$1,254	
Systems Purchaser (62 hours)		\$1,273	
Program Manager, Housing and Homeless Division (18 hours)		\$840	
TOTAL	\$496,544	\$18,324	\$514,868

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Emergency Housing Assistance Program Capital Development Deferred Loans

2. Department: San Francisco Department of Human Services

3. Contact Person: Daniel Kelly Telephone: 557-5871

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$496,544

6a. Matching Funds Required: \$18,324 (all in-kind commitment of staff to monitor project implementation; there is no cash match).

b. Source(s) of matching funds (if applicable): City and County General Funds

7a. Grant Source Agency: California Department of Housing and Community Development

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The funds will be used to replace major equipment and make crucial repairs at the Multi-Service Center North (1101 Polk Street) shelter for homeless persons. This includes repairing and overhauling the elevators, replacing sump pumps, sprinkler heads, and the boiler, making heating and cooling repairs, and repairs and replacements related to doors, bathrooms, lighting, tile, gates, and stoves.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: September 1, 2001

End-Date: August 31, 2002

10. Number of new positions created and funded: 0

11. If new positions are created, explain the disposition of employees once the grant ends?

12a. Amount budgeted for contractual services: \$496,544

b. Will contractual services be put out to bid? Yes

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes

d. Is this likely to be a one-time or ongoing request for contracting out? One time.

13a. Does the budget include indirect costs? ☐ Yes ☒ No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☒ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: The EHAP funds comprise a capital development deferred loan. If the site continues to be used as an emergency shelter for homeless persons for the next seven years, the loan will be forgiven, and the City and County will not have to pay back funds. When the City and County used federal funds to purchase the 1001 Polk Street site in 1990, it committed to using the site to provide shelter for the homeless through 2010. Therefore, there is no risk of having to pay back the EHAP loan.

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

<input checked="" type="checkbox"/> Existing Site(s)	<input type="checkbox"/> Existing Structure(s)	<input type="checkbox"/> Existing Program(s) or Service(s)
<input type="checkbox"/> Rehabilitated Site(s)	<input type="checkbox"/> Rehabilitated Structure(s)	<input type="checkbox"/> New Program(s) or Service(s)
<input type="checkbox"/> New Site(s)	<input type="checkbox"/> New Structure(s)	

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: _____
(Name)

Date Reviewed: 8/1/01

Department Approval: ROSE CHOW, DIRECTOR OF SUPPORT SERVICES
(Name) (Title)

Rose Chow
(Signature)



City and County of San Francisco

[All Committees]
Government Document Section
Main Library

Meeting Minutes

Economic Vitality, Small Business and Social
Committee

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie Maxwell

Clerk: Deborah Muccino

Tuesday, August 21, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gavin Newsom, Sophie Maxwell.

Members Absent: Gerardo Sandoval.

DOCUMENTS DEPT.

AUG 23 2001

SAN FRANCISCO
PUBLIC LIBRARY

MEETING CONVENED

The meeting convened at 10:05 a.m.

011218 [Liquor License Transfer, 2222 Polk Street]

Hearing to consider that the transfer of a Type 20 off-sale beer and wine alcoholic beverage control license to Michael Najib Dabit dba "Polk and Green Produce" from 550 Taraval Street to 2222 Polk Street (District 3), will serve the convenience of the people of the City and County of San Francisco.

6/26/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Inspector David Falzon, SFPD.

Conditions: 1) No wine shall be sold with an alcohol content greater than 15% by volume except for "Dinner Wines" which have been aged two years or more and maintained in corked bottles. 2) The hours of operation shall not exceed 8:00 a.m. to midnight each day of the week. 3) The petitioner shall be responsible for maintaining free of litter the area in front of and adjacent to the premises over which they have control.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST WITH CONDITIONS.

Resolution determining that the transfer of a Type 20 off-sale beer and wine alcoholic beverage control license to Michael Najib Dabit dba "Polk and Green Produce" from 550 Taraval Street to 2222 Polk Street (District 3), will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code; with conditions.

RECOMMENDED by the following vote:

Ayes: 2 - Newsom, Maxwell

Absent: 1 - Sandoval

011222 [Liquor License Transfer, at 145 Jackson Street]

Hearing to consider that the transfer of a Type 20 off-sale beer and wine alcoholic beverage control license from Safeway Store Unit 203 located at 2300 - 16th Street to Safeway Store #4601 at 145 Jackson Street (District 3), and exchanging said license to a Type 21 off-sale general alcoholic beverage control license, will serve the convenience of the people of the City and County of San Francisco.

6/27/01. RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Inspector David Falzon, SFPD.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST.

Resolution determining that the transfer of a Type 20 off-sale beer and wine alcoholic beverage control license from Safeway Store Unit 203 located at 2300 - 16th Street to Safeway Store #4601 at 145 Jackson Street (District 3), and exchanging said license to a Type 21 off-sale general alcoholic beverage control license, will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code.

RECOMMENDED by the following vote:

Ayes: 2 - Newsom, Maxwell

Absent: 1 - Sandoval

011196 [Liquor License Transfer, 716 Grant Avenue]

Hearing to consider whether the transfer of a Type 21 off-sale general alcoholic beverage control license to Juliana Yan dba "Chine D'Art" from 812 Washington Street to 716 Grant Avenue, District 3, will serve the convenience of the people of the City and County of San Francisco.

7/6/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Inspector David Falzon, SFPD.

PREPARED IN COMMITTEE AS A RESOLUTION DISAPPROVING THE REQUEST.

Resolution disapproving the request to transfer a Type 21 off-sale general alcoholic beverage control license to Juliana Yan dba "Chine D'Art" from 812 Washington Street to 716 Grant Avenue, District 3, and determining that it will not serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code.

RECOMMENDED by the following vote:

Ayes: 2 - Newsom, Maxwell

Absent: 1 - Sandoval

011304 [Liquor License Transfer, 2539 Mission Street]

Hearing to consider that the transfer of a Type 21 off-sale general alcoholic beverage control license to Quang Quoc Ly dba "Evergreen Supermarket" from 2936 24th Street to 2539 Mission Street (District 9), in exchange for a Type 20 license the applicant currently holds, will serve the convenience of the people of the City and County of San Francisco.

7/16/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Inspector David Falzon, SFPD.

FILED by the following vote:

Ayes: 2 - Newsom, Maxwell

Absent: 1 - Sandoval

011427 [San Francisco Solid Waste Management Program - Food Scrap Diversion at Schools]

Resolution authorizing the Department of the City Administrator to retroactively accept and expend a grant in the amount of Twenty Five Thousand Dollars (\$25,000.00) from the San Francisco Foundation for the purpose of implementing "Food Scrap Diversion at Schools." (Administrative Services Department)

8/1/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Speakers: None.

RECOMMENDED.. by the following vote:

Ayes: 2 - Newsom, Maxwell

Absent: 1 - Sandoval

011175 [Advisory Board Report, Union Square Business Improvement]

Motion approving the annual report prepared by the Advisory Board to the Union Square Business Improvement District for Fiscal Year 2000-2001. (Clerk of the Board)

8/3/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Leigh Ann Matsche, Union Square Business Improvement District.

RECOMMENDED.. by the following vote:

Ayes: 2 - Newsom, Maxwell

Absent: 1 - Sandoval

011275 [Grant - Vertical Defense of Indigents Program]

Resolution authorizing the Office of the Public Defender to accept and expend a grant in the amount of \$197,714 from the Office of Criminal Justice Planning (OCJP) as part of the on-going Vertical Defense of Indigents Program. (Public Defender)

8/8/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speakers: Kimiko Burton, Public Defender's Office; John Kennedy, Deputy City Attorney.

RECOMMENDED.. by the following vote:

Ayes: 2 - Newsom, Maxwell

Absent: 1 - Sandoval

011492 [State Grant for Homeless Shelter Services at 1101 Polk Street-]

Resolution authorizing the Department of Human Services to accept and expend a forgivable loan in the amount of \$496,544 from the California Department of Housing and Community Development Emergency Housing Assistance Program (EHAP) to make crucial improvements at Multi-Service Center North (1101 Polk Street), which provides homeless shelter services. (Human Services Department)

8/9/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in committee. Speaker: Daniel Kelly, Department of Human Services.

RECOMMENDED.. by the following vote:

Ayes: 2 - Newsom, Maxwell

Absent: 1 - Sandoval

ADJOURNMENT

The meeting adjourned at 10:32 a.m.

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

NOTICE OF CANCELLED MEETING

**ECONOMIC VITALITY, SMALL BUSINESS AND SOCIAL POLICY
COMMITTEE**

SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that the meeting of the Economic Vitality, Small Business and Social Policy Committee scheduled for Tuesday, September 4, 2001 at 10:00 a.m. at 1 Dr. Carlton B. Goodlett Place, Room 263, City Hall, San Francisco, California, has been **cancelled**.

Gloria L. Young, Clerk of the Board

DOCUMENTS DEPT

AUG 28 2001

SAN FRANCISCO
PUBLIC LIBRARY

ECONOMIC VITALITY, SMALL BUSINESS
& SOCIAL POLICY COMMITTEE
S.F. BOARD OF SUPERVISORS
CITY HALL, ROOM 244
1 DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102-4689

IMPORTANT HEARING NOTICE!!!

41 Library
100 Larkin Street Govt Information Center

90.239

1

1/8/01

cancelled

2

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

NOTICE OF CANCELLED MEETING

ECONOMIC VITALITY, SMALL BUSINESS & SOCIAL POLICY
COMMITTEE

SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that the meeting of the Economic Vitality, Small Business
& Social Policy Committee scheduled for September 18, 2001 at 10:00 a.m. at 1 Dr.
Carlton B. Goodlett Place, Room 263, City Hall, San Francisco, California, has been
cancelled.

Gloria L. Young, Clerk of the Board

DOCUMENTS DEPT.

SEP 17 2001

SAN FRANCISCO
PUBLIC LIBRARY

ECONOMIC VITALITY, SMALL BUSINESS
& SOCIAL POLICY COMMITTEE
S.F. BOARD OF SUPERVISORS
CITY HALL, ROOM 244
1 DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102-4689

IMPORTANT HEARING NOTICE!!!

CITY AND COUNTY



OF SAN FRANCISCO DOCUMENTS DEPT.

BOARD OF SUPERVISORS

BUDGET ANALYST

OCT - 1 2001

SAN FRANCISCO
PUBLIC LIBRARY

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

September 27, 2001

TO: Economic Vitality, Small Business and Social Policy Committee

FROM: Budget Analyst

SUBJECT: October 2, 2001 Economic Vitality, Small Business and Social Policy
Committee MeetingItem 3 - Files 01-1561

Department: Department of Human Services (DHS)

Item: Resolution approving the retroactive modification of the contract between the City and County of San Francisco and Addus Healthcare for the provision of In-Home Supportive Services (IHSS) for the seven-month period from July 1, 2001 to January 31, 2002, in an increased amount not to exceed \$4,182,526, from a total contract amount of \$17,197,171 to \$21,379,697.

Contract

Extension Amount: Not to exceed \$4,182,526

Term of Contract

Extension: July 1, 2001 through January 31, 2002 (seven months)

Budget:

Attachment I, provided by Mr. Joseph Huang of DHS, is a 42-month (35-month existing contract plus the subject 7-month contract extension) budget for the total \$21,379,697 contract, from August 1, 1998 through January 31, 2002, identifying the \$4,182,526 proposed modification for the

seven-month period from July 1, 2001 through January of 2002.

Source of Funds: A combination of General Fund monies (22 percent) and Federal funds (78 percent). The sources of funding for the \$4,182,526 modification to the existing contract, as provided by the Department of Human Services (DHS), are as follows:

General Fund monies previously approved in	
DHS's FY 2001-2002 budget	\$920,156
Federal funds previously approved in	
DHS's FY 2001-2002 budget	<u>3,262,370</u>
Total	\$ 4,182,526

Description: In-Home Supportive Services (IHSS) is an entitlement program which provides funding for low-income seniors and disabled people to receive non-medical personal care and other household assistance in their homes from visiting workers. IHSS care can allow seniors and disabled persons to remain in their own homes and thereby avoid unnecessary and expensive hospitalization or institutionalization.

IHSS services are provided by either independent providers or contracted providers. All IHSS services are funded by a combination of City General Fund monies and State and Federal Medicaid funds. In July of 1998, the Board of Supervisors approved two contracts for IHSS services, one with Addus Healthcare and one with the IHSS Consortium, for the 35-month period from August 1, 1998 to June 30, 2001, with an option to renew for one additional year (Files 98-934 and 98-935).

According to Mr. Huang, since 1994, the contractual IHSS services have been divided into two separate contracts, one with Addus Healthcare, a private for-profit provider, and one with the IHSS Consortium¹, a nonprofit agency. Under this division of contractual services, Addus Healthcare has provided IHSS services that require less intensive

¹ The IHSS Consortium is an association of nonprofit agencies which includes the Independent Living Resource Center, Self-Help for the Elderly, Mission Neighborhood Center, Kimochi, Inc., Bayview-Hunters Point Multipurpose Senior Services Center, Catholic Charities and Western Addition Senior Citizens Service Center.

supervision than the IHSS Consortium. Mr. Huang advises that both the Addus Healthcare and the IHSS Consortium contracts expired on June 30, 2001. However, Mr. Huang notes that two Request for Proposals (RFPs) were issued by DHS prior to the expiration of these contracts (See Comment No. 1).

On July 23, 2001, the Board of Supervisors approved a new intensive supervision contract to provide IHSS services with the IHSS Consortium for the three-year period from July 1, 2001 through June 30, 2004 (File 01-1092). However, according to Mr. Huang, a new IHSS contract which provides regular supervision IHSS contract services has not yet been awarded.

Therefore, DHS is requesting retroactive approval of the proposed resolution, which would authorize a not to exceed \$4,182,526 contract modification, to extend the existing \$17,197,171 regular supervision contract with Addus Healthcare for a period of seven months, retroactive from July 1, 2001 through January 31, 2002, bringing the total contract amount to \$21,379,697. The proposed extension would allow for the continuation of such regular supervision IHSS services during the negotiations and potential new RFP process to select a contractor to provide regular IHSS supervision services beginning on February 1, 2001. Mr. Huang states that the Human Services Commission approved the proposed seven-month contract extension with Addus Healthcare on August 23, 2001.

Under the first modification to the existing contract between DHS and Addus Healthcare, approved by the Board of Supervisors in June of 2001, the 35-month (August 1, 1998 through June 30, 2001) contract with Addus Healthcare was increased by \$2,308,327, from \$14,888,844 to \$17,197,171 (File 01-1000). This \$2,308,327 increase in the contract included: (1) an increase of \$1,929,577 to reflect an increase in the average hourly wage to be paid to the Addus Healthcare IHSS contract workers, from \$7.29 to \$9.00, for the period from October 1, 1999 through June 30, 2000; and (2) an increase of \$378,750, which provided for an increase in the average hourly wage of Addus Healthcare IHSS contract workers from \$9.00 to \$9.70, for the period from July 1, 2000 through June 30, 2001. With the inclusion of benefits,

training, travel, insurance, and administrative costs, as well as worker wages, the total hourly rate charged by Addus Healthcare to DHS under this prior modification increased by \$2.94 or 21.6 percent, from \$13.62 to \$16.56, retroactive to October 1, 1999, and by \$1.01 or 6.1 percent, from \$16.56 to \$17.57, retroactive to July 1, 2000.

The total hourly rate to be charged to DHS by Addus Healthcare under the subject modification, which includes benefits, training, travel, insurance, and administrative costs, as well as worker wages, would increase by \$1.55 or 8.82 percent, from \$17.57 to \$19.12, retroactive to July 1, 2001. The average hourly wage to be paid to the Addus Healthcare IHSS contract workers under the proposed second contract modification would increase by \$0.36 or 3.69 percent, from \$9.75 to \$10.11, retroactive to July 1, 2001. These wages paid to the IHSS workers conform with the Minimum Compensation Ordinance, approved by the Board of Supervisors in September of 2000, which requires that all contracts and contract amendments approved after September of 2000 include an hourly wage of a minimum of \$9.00 for such contract workers. In compliance with the Minimum Compensation Ordinance, and according to Mr. Huang, the subject IHSS contracts and contract amendments that are effective after July of 2001 must include hourly wages of a minimum of \$10.00.

Under the previously approved 35-month contract with Addus Healthcare, Addus Healthcare provided 375,000 hours of IHSS services per year or 31,250 hours per month. Under the proposed second contract modification, Addus Healthcare would provide 218,750 additional hours of service, or the same 31,250 hours per month for the proposed additional seven month period, retroactive from July 1, 2001 through January 31, 2002.

Comments:

1. According to Mr. Huang, two separate RFPs for (1) a regular supervision IHSS contract and (2) an intensive supervision IHSS contract were initially issued in February of 2001. Attachment II, provided by Mr. Huang, lists the nine newspapers in which these two RFPs were publicized. Mr. Huang reports that two service providers submitted proposals: (1) IHSS Consortium and (2) Addus Healthcare. The IHSS Consortium bid on both the regular supervision

IHSS contract, as well as the intensive supervision IHSS contract. Addus Healthcare bid only on the regular supervision contract.

According to Mr. Huang, in April of 2001, the IHSS Consortium, the only bidder for the intensive supervision contract, was selected by DHS to be the service provider for both the intensive supervision contract and the regular supervision contract. However, the results of the RFP process for the regular supervision IHSS contract were contested by Addus Healthcare, as explained in detail in the memorandum provided by Mr. Huang of DHS as Attachment III. This memorandum explains that DHS has initiated negotiations between Addus Healthcare and the IHSS Consortium to determine if they can share the service load for their regular supervision clients. Mr. Huang advises that it is anticipated that these negotiations will produce a satisfactory resolution to the bid protest and will result in a contract that provides the optimal level of services for IHSS consumers. However, Mr. Huang advises that the proposed seven-month contract extension with Addus Healthcare is necessary in order to continue providing regular supervision IHSS services during this negotiation period. If the negotiations do not produce the desired result, Mr. Huang reports that the Department will issue a second RFP to select the contractor on a competitive basis.

2. As noted in Attachment I, under the proposed modification, Addus Healthcare would receive \$13,262 in profit over the seven-month contract extension period, or approximately \$1,895 per month. As shown in Attachment I, Addus Healthcare received profits of \$14,809 in FY 2000-2001, or an average of \$1,234 per month. The proposed \$1,895 in monthly profit represents an increase of \$661 or approximately 53.57 percent over the current \$1,234 average monthly profit in FY 2000-2001. However, the proposed \$13,262 profit for Addus Healthcare represents less than one-half of one percent of the total proposed contract modification of \$4,182,526.

3. According to Mr. Huang, DHS is only now requesting the Board of Supervisors approval of this modification, because the Finance Committee of the Board of Supervisors did not approve an earlier request, in August of 2001, for a two-

month contract extension with Addus Healthcare (File 01-1228). Mr. Huang advises that the Finance Committee of the Board of Supervisors did not approve this previous request because the Committee expressed concerns that DHS was requesting an increase in the Addus Healthcare hourly rate from the current \$17.57 to \$21.76, a \$4.19 per hour, or 23.8 percent increase.

As noted in the Description above, under the proposed seven-month contract modification with Addus Healthcare, the hourly rate would increase from the current \$17.57 to \$19.12, a \$1.55 per hour, or an 8.82 percent increase. Mr. Huang explains that the \$19.12 hourly rate to be charged by Addus Healthcare under the proposed contract modification reflects a negotiated compromise between DHS and Addus Healthcare over the term and hourly rates of the proposed extension, which resulted after the Finance Committee did not approve the previous two-month requested contract extension (File 01-1228). Mr. Huang notes that the subject proposed hourly rate of \$19.12 is \$2.64 less per hour than the previously proposed \$21.76 hourly rate for Addus Healthcare. Mr. Huang also notes that the IHSS Consortium currently receives \$20.88 per hour for intensive supervision IHSS services, a contract which was recently approved by the Board of Supervisors, as compared with the proposed rate of \$19.12 per hour for regular supervision IHSS services for Addus Healthcare, or \$1.76 per hour less than the IHSS Consortium contract.

4. According to Mr. Huang, Addus Healthcare has been providing and not been paid for these regular supervision IHSS services since July 1, 2001. Mr. Huang reports that in July and August of 2001, Addus Healthcare actually billed a total of 59,478 hours of regular supervision IHSS services. At a proposed rate of \$19.12 per hour, this results in total costs of \$1,137,219. Mr. Huang advises that if the proposed resolution is approved, Addus would be paid for these regular supervision IHSS services retroactive to July 1, 2001.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Document Date: 8/22/01

BUDGET MODIFICATION SUMMARY

Contractor's Name					Contract Term	
ADDUS HEALTHCARE					8/1/98 - 1/31/02	
(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> X					Modification Period	
If modification, Effective Date of Mod. 7/1/00 No. of Mod. 3					7/1/01 - 1/31/02	
Program: In-Home Supportive Services	CURRENT YR 1	CURRENT YR 2	CURRENT YR 3	CURRENT TOTAL	PROPOSED MODIFICATION	NEW CONTRACT TOTAL
Term	R/1/98 - 6/30/99	7/1/99 - 6/30/00	7/1/00 - 6/30/01	8/1/98 - 6/30/01	7/1/01 - 1/31/02	8/1/99 - 1/31/02
IHSS Provider Wages						
Full Time	\$2,507,864	\$3,231,956	\$3,657,346	\$9,397,166	\$2,211,724	\$11,608,890
Part Time	\$0	\$0	\$0	\$0	\$0	\$0
IHSS Provider Employment Taxes						
Social Security (FICA)	\$226,170	\$297,355	\$336,255	\$859,780	\$206,188	\$1,065,968
Federal Unemployment Ins (FUTA)	\$23,652	\$31,096	\$35,279	\$90,027	\$21,562	\$111,589
State Unemployment Ins (SUI)	\$73,912	\$97,175	\$109,919	\$281,006	\$21,562	\$302,568
State Disability Ins (SDI)	\$0	\$0	\$0	\$0	\$0	\$0
City Payroll Tax	\$44,347	\$58,305	\$66,101	\$168,753	\$40,429	\$209,182
IHSS Provider Worker's Compensation	\$310,429	\$397,400	\$454,460	\$1,162,289	\$242,575	\$1,404,864
IHSS Provider Employment Benefits						
Vacation	\$130,059	\$166,994	\$186,634	\$483,687	\$148,480	\$632,167
Sick Leave	\$103,671	\$133,094	\$148,747	\$385,512	\$141,550	\$527,062
Holiday	\$67,752	\$107,926	\$124,377	\$300,055	\$63,550	\$363,605
Health Insurance	\$332,430	\$378,615	\$382,069	\$1,093,114	\$245,140	\$1,338,254
Dental Insurance	\$67,053	\$73,148	\$73,148	\$213,349	\$37,199	\$250,548
Pension	\$77,344	\$101,250	\$106,875	\$285,469	\$64,874	\$350,343
IHSS Provider Travel Costs						
Travel Wages	\$147,124	\$188,907	\$211,125	\$547,156	\$129,969	\$677,125
Mileage	\$68,915	\$75,180	\$75,180	\$219,275	\$61,250	\$280,525
IHSS Provider Orientation/Skill Dev						
Training Wages	\$45,073	\$58,114	\$65,159	\$168,346	\$32,191	\$200,536
Training Staff/Consultants	\$2,586	\$2,832	\$2,832	\$8,260	\$0	\$8,260
Other Training Costs	\$0	\$0	\$0	\$0	\$0	\$0
Administrative Salaries						
Local Administration	\$30,569	\$34,630	\$35,913	\$101,112	\$32,136	\$133,248
Clerical	\$24,397	\$27,705	\$28,754	\$80,857	\$26,890	\$107,737
IHSS Supervisors	\$178,725	\$234,889	\$245,700	\$659,314	\$198,545	\$857,860
Salaries to Owners/Officers/Oirs.	\$0	\$0	\$0	\$0	\$0	\$0
Administrative Taxes						
Social Security (FICA)	\$17,877	\$22,738	\$23,565	\$64,180	\$21,712	\$85,891
Federal Unemployment Ins (FUTA)	\$1,870	\$2,378	\$2,464	\$6,712	\$2,270	\$8,983
State Unemployment Ins (SUI)	\$5,842	\$7,431	\$7,701	\$20,974	\$7,095	\$28,069
City Payroll Tax	\$3,505	\$3,487	\$4,650	\$11,642	\$4,257	\$15,899
Administrative Worker's Compensation	\$3,061	\$3,894	\$4,035	\$10,990	\$3,718	\$14,708
Administrative Benefits						
Vacation	inc in sal.	inc in sal.	inc in sal.	\$0	inc in sal.	\$0
Sick Leave	inc in sal.	inc in sal.	inc in sal.	\$0	inc in sal.	\$0
Holiday	inc in sal.	inc in sal.	inc in sal.	\$0	inc in sal.	\$0
Health Insurance	\$27,279	\$29,759	\$29,759	\$86,797	\$24,514	\$111,311
Dental Insurance	\$4,797	\$5,233	\$5,233	\$15,263	\$3,720	\$18,983
Administrative Travel						
Travel Wages	inc in sal.	inc in sal.	inc in sal.	\$0	inc in sal.	\$0
Mileage	\$11,550	\$12,600	\$12,600	\$36,750	\$7,350	\$44,100
Insurance and Bonding						
Liability Insurance	\$14,955	\$22,825	\$25,821	\$63,601	\$13,613	\$77,214
Automobile Insurance	inc above	inc above	inc above	\$0	inc above	\$0
Fidelity Bond	\$0	\$0	\$0	\$0	\$0	\$0
Performance Bond	\$0	\$0	\$0	\$0	\$0	\$0
Letter of Credit	inc in oth.	inc in oth.	inc in oth.	\$0	inc in oth.	\$0
Office Expenses						
Rent	\$35,017	\$38,200	\$38,200	\$111,417	\$42,000	\$153,417
Maintenance/Janitorial	\$0	\$0	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Inewl	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Maintenance	\$3,300	\$3,600	\$3,600	\$10,500	\$302	\$10,802
Equipment Op&rec. Ignor purchase	\$0	\$0	\$0	\$0	\$0	\$0
Accounting and Data Processing	\$0	\$0	\$0	\$0	\$0	\$0
Telephone	\$14,208	\$15,500	\$15,500	\$45,208	\$13,125	\$58,333
Postage	\$5,958	\$6,500	\$6,500	\$18,958	\$2,043	\$21,001
Photocopying/Printing	\$6,875	\$7,500	\$7,500	\$21,875	\$1,352	\$23,227
Supplies	\$9,625	\$10,500	\$10,500	\$30,625	\$11,375	\$42,000
Personnel Advertising	\$1,650	\$1,800	\$1,800	\$5,250	\$3,080	\$8,330
Other Costs	\$22,917	\$25,000	\$25,000	\$72,917	\$78,750	\$151,667
Profit	\$13,402	\$14,738	\$14,809	\$42,948	\$13,262	\$56,211
Audit Costs	\$5,042	\$5,500	\$5,500	\$16,041	\$3,182	\$19,223
TOTAL COSTS	\$4,670,810	\$5,935,752	\$6,590,609	\$17,197,171	\$4,182,526	\$21,379,697
Full Time Equivalent (FTE)						
Prepared by:	Telephone No.: 15591324-6513			Date: 8/22/01		
OHS-CO Review Signature:						

To: Budget Analyst Office
From: Joseph Huang, Senior Contracts Manager
Date: May 31, 2001
Re: Advertisement for RFP 198

For RFP 198, the Department of Human Services advertised through the Purchasing Department in its Bids & Contracts Opportunity Newsletter and on the City and County's Bids and Contracts website (<http://sunset.ci.sf.ca.us/pbids.nsf>) with links from the Department of Human Services' website. The Department also advertised through the following newspapers: San Francisco Independent, Bay Guardian, Asian Weekly, Bay Area Reporter, El Bohemia News, The Sun Reporter, San Francisco Bayview, Bay Area Business Woman, and El Mensejero. The Department also sent direct mailings to the current contractors, Addus Healthcare (a for-profit) and IHSS Consortium (a not-for-profit).

The following organizations were aware of the RFP, as they provided letters of support to the IHSS Consortium's proposal or were included in the proposal.

Arriba Juntos
Bayview-Hunters Point Multipurpose Senior Services
Bethany Center
Consumers in Action for Personal Assistance
Family Service Agency of San Francisco
Goldman Institute on Aging
Independent Living Resource Center of San Francisco
IHSS Public Authority
Kimochi, Inc.
Legal Assistance to the Elders, Inc.
Little Brothers - Friends of the Elderly
North of Market Senior Services
Northern California Presbyterian Homes and Services
On-Lok Senior Center
Planning for Elders in the Central City
Project Open Hand
San Francisco Adult Day Services Network
Senior Action Network
Seniors At Home - Jewish Family and Children Services
Self-Help for the Elderly
Western Addition Senior Citizen's Senior Center, Inc.

City and County of San Francisco

Department of Human Services



To: Budget Analyst Office
 From: Joseph Huang, Senior Contracts Manager
 Date: September 25, 2001
 Re: Addus Modification and RFP Process Chronology

The Department of Human Services issued RFP 198 on February 14, 2001. Proposals were due on March 27, 2001. Two proposals were received as of the due date: one from Addus Healthcare and one from the In-Home Supportive Services Consortium. The review panel that was convened on April 10, 2001 rated the Consortium proposal higher so the contract was tentatively awarded to the IHSS Consortium on April 17, 2001. Addus Healthcare subsequently filed a formal protest of the RFP process.

To address the issues raised by Addus Healthcare, the Department initially decided to convene a separate review panel. The new panel would have been convened in late July/early August, with the new decision presented to the Human Services Commission, and then the Board of Supervisors, in August 2001, and the new contract would have started on September 1, 2001. It was under this scenario that the Department negotiated a two-month extension with Addus Healthcare to continue services through August 31, 2001, in order to prevent a disruption in service to clients. The two main elements subject to negotiation were the length of the extension and the rate of the extension. Addus asked for a 12 month extension at the rate proposed by them (\$21.76) while the Department supported a 2 month extension at the current contract rate (\$17.57). The compromise solution was to have a 2 month extension at the \$21.76 rate. This two-month contract extension was approved by the Human Services Commission on June 28, 2001 and presented to the Board of Supervisors Finance Committee on August 1, 2001. The Finance Committee, however, did not approve this modification because the increase in profits that occurred with the increase in rate (from \$17.57/hour to \$21.76/hour) seemed excessive.

In subsequent meetings between Addus Healthcare and the Department and in written correspondence from Addus to the Department, Addus Healthcare raised additional concerns with the RFP process and with the second review panel. Based on these additional concerns and the Addus' protest of the original tentative award, the Department canceled RFP #198 and initiated negotiations between Addus and the IHSS Consortium to determine the optimal share of service load for these clients and to reach a satisfactory solution to the bid protest. The new contract that results from these negotiations is expected to begin on February 1, 2002.

With the Finance Committee's rejection of the proposed increased rate, the Department has renegotiated with Addus Healthcare for the extension of their current contract. The new extension is for the period from July 1, 2001 through January 31, 2002, with the proposed rate a modest increase, from \$17.57/hour to \$19.12/hour, which includes increasing the minimum wage to \$10.00/hour.

Item 4 – File 01-1581

Department: Department of Human Services (DHS)

Item: Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$9,753,765 from the U. S. Department of Housing and Urban Development for the Stewart B. McKinney Supportive Housing Program.

Source of Funds: United States Department of Housing and Urban Development (HUD)

Grant Amount: \$9,753,765

Grant Period: One to five years depending on the specific project.

Required Match: \$1,916,036 (See Comment No. 2)

Indirect Costs: Indirect costs are not allowed by the granting agency.

Description: The United States Department of Housing and Urban Development (HUD) has awarded 15 renewal grants and one new grant under the Stewart B. McKinney Supportive Housing Program's Continuum of Care Program. The Stewart B. McKinney Supportive Housing Program (SHP), which is authorized by Title IV of the Stewart B. McKinney Homeless Assistance Act (the McKinney Act) (42 U.S.C. 11381-11389), is designed to promote the development of supportive services and housing to assist homeless persons in the transition from homelessness to independent living. The Continuum of Care strategy was instituted to encourage organizations to cooperate and combine efforts in offering services to people who are homeless.

The 16 Continuum of Care projects to be funded by the subject grant are:

DOCUMENTS DEPT.

OCT - 1 2001

SAN FRANCISCO
PUBLIC LIBRARY

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Economic Vitality, Small Business and Social Policy Committee
 October 2, 2001 Economic Vitality, Small Business and Social Policy Committee
 Meeting

Project/Program	Sponsor	Grant Term (Years)	Amount Allocated to Project
Childcare Voucher I	Catholic Charities	2	\$1,135,040
Positive Mothers and Their Children with HIV/AIDS (MATCH)	Catholic Charities	3	\$596,766
Integrated Services Team	Treasure Island Homeless Development Initiative	2	\$815,456
Avenues to Independence	Larkin Street	2	\$689,153
Cameo House	Northern California Service League	2	\$646,546
HomeWORC	Arriba Juntos	2	\$175,102
Homeless Employment Collaborative (HEC)	Private Industry Council	2	\$2,121,798
Homeless Employment Labor Program (HELP)	Young Community Developers	2	\$263,366
Conquering Homelessness Through Employment in Food Services (CHEF)	Episcopal Community Services	2	\$305,020
Monterey Boulevard	Housing Services Affiliate of the Bernal Heights Neighborhood Center	3	\$92,604
Family Shelter Centralized Intake/Childcare Services	Connecting Point/Holy Family Day Home	2	\$951,686
Aftercare Services	Hamilton Family Center	2	\$397,834
Drop-In Center	United Council of Human Services	2	\$237,754
Knox	General Partners, Tenants' & Owners' Development Corporation (G.P. TODCO)	1	\$202,200
Canon Kip Community House	Episcopal Community Services	1	\$898,800
Hotel Isabel	G.P. TODCO	5	<u>\$224,640</u>
	TOTALS		\$9,753,765

Attachment I, provided by DHS, lists each organization receiving the subject grant funds and the services they intend to provide.

Budget:

Attachment II, provided by DHS, lists each organization receiving grant funds, the amount of grant funding to be allocated to them, the term of grant funding, the amount of grant funding for each project to be allocated to DHS Administrative Costs and the total amount awarded for each project. As detailed by project in Attachment II, the

BOARD OF SUPERVISORS
 BUDGET ANALYST

Memo to Economic Vitality, Small Business and Social Policy Committee
October 2, 2001 Economic Vitality, Small Business and Social Policy Committee
Meeting

total amount of grant funds allocated to the 16 project sponsors is \$9,553,105 (\$9,753,765 total grant less \$200,660 DHS administrative costs). G.P. TODCO (Knox), G.P. TODCO (Hotel Isabel), and Episcopal Community Services (Canon Kip Community House) are not eligible for such Administrative Costs because these are not supportive services projects (See Comment No. 2).

Ms. Mikyung Kim of DHS reports that under the proposed grant, HUD actually awarded total Administrative Costs of \$401,320, or five percent of the \$8,026,805 of project funds, which excludes \$1,325,640 for the three rental assistance programs (Knox, Canon Kip Community House and Hotel Isabel), which are not eligible for the Administrative Costs. The proposed budget includes one-half, or \$200,660 of this five percent Administrative Cost in the amount shown as allocated to the individual project sponsors allocation. The remaining 2.5 percent, or \$200,660, is allocated to DHS for their Administrative Costs, as identified in Attachment II.

DHS will use such Administrative Costs funds to administer this McKinney SHP grant and to provide technical support in the development of the City's annual McKinney Continuum of Care application. Ms. Kim advises that such monies fund: (1) 1.0 FTE 2917, Program Support Analyst; (2) 2.0 FTE 1822, Administrative Analyst; and (3) 1.0 FTE 1820, Junior Administrative Analyst for a total of 4.0 FTEs. Ms. Kim advises that these four full-time staff oversee the programmatic and administrative needs of each project. Ms. Kim further advises that these administrative funds would also be used to pay for other DHS administrative staff, on an as-needed basis, to complete specific tasks or functions related to the HUD McKinney projects.

Comments:

1. As shown in Attachment II, 15 of the subject 16 projects under the subject grant are renewals of existing project grants. As detailed on the second page of Attachment III, 14 of the requested 16 project's activities have already commenced, beginning as early as January 1, 2001. However, Ms. Maggie Donahue of DHS advises that, although these 12 agencies are currently providing

BOARD OF SUPERVISORS
BUDGET ANALYST

services under the subject grant, to date, none of the subject grant funds have been expended or disbursed to the participating agencies. Instead, according to Ms. Donahue, each of these agencies are currently using their own resources to provide the subject grant activities, with the understanding from HUD and DHS that these agencies would be reimbursed for such services, retroactively. Therefore, the proposed resolution should be amended to provide for retroactive acceptance and expenditure of the subject grant funds.

Ms. Donahue advises that DHS was delayed in submitting the proposed resolution to the Board of Supervisors, thus necessitating the retroactive provision discussed above, because HUD requires separate application procedures for each of the projects and the DHS waited until all of the 16 Continuum of Care projects were fully approved by HUD, before submitting the subject resolution to the DHS Commission, in June of 2001. In addition, Ms. Donahue advises that the DHS grants manager position became vacant this past summer, resulting in further delays in submitting the subject resolution to the Board of Supervisors.

2. Ms. Kim advises that the required match is 25 percent of HUD funding for supportive services and/or operating expenses for each of the projects. Supportive services are those services other than housing that go directly to homeless individuals and families, including employment and vocational training, job placement and retention services, literacy skills, clinical counseling, childcare and follow-up services. Operating costs are costs associated with the day-to-day operation of a supportive housing facility, including utilities, repair, security, etc. Attachment IV, provided by DHS, summarizes the required match amounts and the sources of matching funds for each of the projects. As shown in Attachment IV, the total HUD funding for support services and/or operating expenses is \$7,664,143. Therefore, the total required match is \$1,916,036 or 25 percent of \$7,664,143.

3. Attachment III is a Grant Information Form provided by the Department of Human Services, which includes the

Memo to Economic Vitality, Small Business and Social Policy Committee
October 2, 2001 Economic Vitality, Small Business and Social Policy Committee
Meeting

Disability Access Checklist. The specific beginning and ending dates of the 16 Continuum of Care projects are detailed on page 2 of the Grant Information Form (Attachment III).

Recommendations: Amend the proposed resolution to provide for retroactive acceptance and expenditure of the subject grant funds, as detailed in Comment No. 1.

Approve the proposed resolution, as amended.

2000 CONTINUUM OF CARE HUD MCKINNEY AWARDS PROJECT DESCRIPTION

Catholic Charities - Childcare Voucher I:

The purpose of this supportive service program is to provide childcare subsidies to homeless families with young children, age's 6 months through 6 years. The goal of this program is to help break the cycle of homelessness by supporting the childcare needs of homeless families seeking educational, vocational and employment opportunities. The scope of services includes, childcare vouchers, individual service plans, housing plans, provide assistance with basic needs, case management and supportive services.

Catholic Charities - Positive MATCH:

The purpose of this permanent housing program is to provide homeless families living with HIV/AIDS who are concurrently diagnosed with substance abuse and/or mental health problems with permanent housing and intensive case management services. The scope of services includes, assessment, individualized service plan, case management, and case conference, on-site support services including family activities, support groups and educational workshops.

Treasure Island Homeless Development Initiative (TIHDI) - Integrated Services Team:

The purpose of this supportive service program is to provide employment and residential services to homeless families and individuals on Treasure Island. This project includes a job broker system to implement the employment goals of Treasure Island Re-use Plan. This contract is a collaborative made up of the following non-profit agencies: TIHDI, Catholic Charities, CHP, Swords to Plowshares, HAFCI, and Walden House. The scope of services includes, job broker program provided by TIHDI, transitional supportive housing program provided by Swords to Plowshares, transitional supportive housing and treatment program provided by HAFCI, permanent supportive family housing program provided by Catholic Charities and employment and vocational services provided by CHP.

Larkin Street Youth Center - Avenues to Independence:

The purpose of this transitional housing program is to provide supportive housing services with an educational and vocational training component to homeless young adults, ages 18-23, during the 2-year contract period. The program goal is to provide stable housing in a supportive environment in order to ensure that homeless youth will become self-sufficient contributing members of society. The scope of services includes residential housing, case management, life skills training, and vocational and educational support, support services and follow-up.

Northern California Service League - Cameo House:

The purpose of this transitional housing program is to provide support and effective transition into independent living for homeless ex-offender women and also to provide for reunification with up to 2 young children for each of the women. The program goal is to provide homeless ex-offender women with appropriate independent living skill, to enable them to succeed in maintaining a crime free life, and to take significant steps towards achieving economic independence. The scope of services includes, residential housing, support services, recreational activities for children, life skills training, assistance in locating permanent housing and follow-up.

Arriba Juntos - HomeWORC:

The purpose of this supportive program is to provide an employment-training program specifically designed to give homeless front-line staff and volunteers working in homeless service industry the skills necessary to advance in positions of higher responsibility and pay. Participants may choose one of two tracks: administration or social services.

Private Industry Council - Homeless Employment Collaborative (HEC): The purpose of this supportive service program is to provide support the Homeless Employment Collaborative, an employment and training system for homeless individuals administered by the Private Industry Council. Collaborative agencies include, Arriba Juntos, St. Joseph's Village, Central Hospitality House, CHP, Goodwill Inc., NCSL, Swords to Plowshares, Episcopal Community Srv., Mission Hiring Hall and Toolworks, Inc. The target populations are homeless individuals living on the streets, in emergency shelter, in transitional housing or supportive housing programs. The scope of services includes recruitment, assessment, training, job counseling, and job development and job placement.

Young Community Developers/Homeless Employment Labor Program (HELP):

The purpose of this supportive service program is to provide employment preparation skills, occupation specific skill, and job placement and job retention services. The scope of services includes pre-employment and independent skills training, occupational training, and job placement and retention services.

Episcopal Community Services – Conquering Homelessness Through Employment in Food Services (CHEFS):

The purpose of this supportive service program is to create opportunities for homeless and formerly homeless individuals to participate in training in order to learn culinary skills that will enable them to find employment

within the food industry. The target market for this program is institutional food service. Through this program, individuals will receive training in food service, vocational skills and job readiness skills. The goal of the program is to provide homeless and formerly homeless individuals with culinary skills, employment seeking skills and remedial skills. The scope of services includes, pre-vocational and job skills classes, hands-on instruction, internships, case management, support services, job placement and follow-up.

Housing Services Affiliate of the Bernal Heights Neighborhood Center - (HSABHNC) Monterey Boulevard:

The purpose of this permanent housing program is to provide affordable, safe, permanent housing with supportive services to multiply diagnosed substance-abusing homeless women and their families. The program goal is to provide permanent supportive housing to homeless families exiting residential and outpatient treatment programs to enable those families to succeed in maintaining their sobriety and take significant steps towards achieving economic independence. HSABHNC will provide property management and Women and Children's Family Service will provide case management, on-going support services and referrals and linkage to providers.

Connecting Point - Holy Family Day Home:

The purpose of this supportive service program is to provide childcare spaces for children ages 2 through 6 years, in a licensed childcare program with a full early childhood curriculum, nutritional meal program and experienced childcare staff in a safe, structured and enriched play environment. The scope of services includes licensed childcare, food, health screenings, case management and follow-up assessment.

Hamilton Family Center - Aftercare Services:

The purpose of this supportive service program is to provide aftercare services, including case management and direct client assistance, to homeless families. The program goal is to assist formerly homeless families in establishing and maintaining self-sufficiency for up to 6 months after securing permanent, non-supportive housing. The scope of services includes, individual assessment, case plan, direct client assistance, case management, home visits and continued access to support groups.

United Council of Human Services - Drop-In Center:

The purpose of this supportive service program is to provide a drop-in center that serves as an entry point to an array of coordinated homeless services and facilities. Homeless persons are allowed to relax, clean up and access life skills training, emergency food, emergency clothing and seek homeless resources through coordinated referrals to other homeless providers. The scope of services includes life skills training, emergency

food, clothing, coordinated referrals, showers, laundry facilities, voicemail, lockers and enhanced linkage to services.

GPTODCO - Knox:

The purpose of this permanent housing program is to provide rental assistance to 18 homeless individuals with multiple diagnosis, including mental illness, accessibility to permanent housing and supportive services. The goal of this program is to fill the gap between services and access to affordable housing for this population. The scope of services includes case management, representative payee and money management; benefits advocacy; specialized mental health and substance abuse services, educational and vocational services, life skills, counseling, referrals, job training, employment with the housing industry; and health services.

Episcopal Community Services - Canon Kip Community House:

The purpose of this permanent housing program is to provide rental assistance for 80 units of supportive housing for single adults that are disabled by mental illness, substance abuse and/or HIV/AIDS. The program goal is to assist formerly homeless clients overcome their sense of isolation and create a community within the building. The scope of services includes case management, representative payee and money management; benefits advocacy; specialized mental health and substance abuse services, educational and vocational services, life skills, counseling, referrals, job training, employment with the housing industry; and health services.

GPTODCO/Hotel Isabel:

The purpose of this permanent housing program is to provide rental assistance for 4 units of supportive housing to homeless individuals with multiple diagnosis, including mental illness, accessibility to permanent housing and supportive services. The goal of this program is to fill the gap between services and access to affordable housing for this population. The scope of services includes case management, representative payee and money management; benefits advocacy; specialized mental health and substance abuse services, educational and vocational services, life skills, counseling, referrals, job training, employment with the housing industry; and health services.

Continuum of Care Supportive Housing Program McKinney 2000 Awards							
Grant Term Expenditure Budget							
The City and County of San Francisco							
Grant Number	Project Sponsor	Project Name	Grant Term	Award Amount Allocated to the Sponsor	Award Amount Allocated to the Disabling	Total Award For the Project	
CA01B001011	Catholic Charities	Childcare Voucher I	2	\$ 1,108,016	Renewal	\$ 27,024	\$ 1,135,040
CA01B001004	Catholic Charities Treasure Island	Positive Match	3	\$ 582,558	Renewal	\$ 14,208	\$ 596,766
CA01B001006	Homeless Development	Integrated Services Team	2	\$ 796,042	Renewal	\$ 19,414	\$ 815,456
CA01B001005	Larkin Street Northern California	Avenues to Independence	2	\$ 672,744	Renewal	\$ 16,409	\$ 689,153
CA01B001024	Service League	Cameo House	2	\$ 631,152	Renewal	\$ 15,394	\$ 646,546
CA01B001023	Arriba Junlos	HomeWORC	2	\$ 170,933	Renewal	\$ 4,169	\$ 175,102
CA01B001015	Private Industry Council	Homeless Employment Collaborative	2	\$ 2,071,280	Renewal	\$ 50,518	\$ 2,121,798
CA01B001012	Young Community Developers	Homeless Employment Labor Program	2	\$ 257,096	Renewal	\$ 6,270	\$ 263,366
CA01B001018	Episcopal Community Services	Conquering Homelessness Through Employment in	2	\$ 297,758	Renewal	\$ 7,262	\$ 305,020
CA01B001017	Housing Services Affiliate of the Bernal Heights	Monterey Boulevard	3	\$ 90,402	Renewal	\$ 2,202	\$ 92,604
CA01B001021	Connecting Point/Holy Family Day Home	Childcare Services	2	\$ 929,028	Renewal	\$ 22,658	\$ 951,686
CA01B001027	Hamilton Family Center United Council of Human Services	Aftercare Services	2	\$ 388,362	Renewal	\$ 9,472	\$ 397,834
CA01B001008	G.P. TODCO	Drop-In Center	2	\$ 232,094	Renewal	\$ 5,680	\$ 237,754
CA01C001007	G.P. TODCO	Knox	1	\$ 202,200	Renewal	\$ -	\$ 202,200
CA01C001002	Episcopal Community Services	Canon Kip Community House	1	\$ 898,600	Renewal	\$ -	\$ 898,600
TBD	G.P. TODCO	Hotel Isabel	5	\$ 224,640	New	\$ -	\$ 224,640
		TOTALS:		\$ 9,553,105		\$ 200,660	\$ 9,753,765

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Continuum of Care Supportive Housing Program Stewart B. McKinney 2000 Award**

2. Department: **Department of Human Services
Division of Housing and Homeless Program**

3. Contact Person: **Mikyung Kim** Telephone: **415-558-1810**

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$9,753,765**

6a. Matching Funds Required: **25% of the requested HUD fund on supportive services budget line item**

b. Source(s) of matching funds (if applicable):

Please refer to the attachment

7a. Grant Source Agency: **The U.S. Department of Housing and Urban Development
Stewart B. McKinney**

b. Grant Pass-Through Agency (if applicable): **Not Applicable**

8. Proposed Grant Project Summary:

The following grant projects are a part of the Continuum of Care system for homeless population in San Francisco:

Catholic Charities/Childcare Voucher I: Childcare vouchers to support the childcare needs of homeless families seeking educational, vocational, and employment opportunities.

Catholic Charities/Positive MATCH: Provide multiply diagnosed homeless families living with HIV/AIDS permanent housing and intensive case management services.

Treasure Island Homeless Development Initiative (TIHDI)/Integrated Services Team: Provide employment and residential support services to homeless families and individuals living on Treasure Island.

Larkin Street/Avenues to Independence: Transitional housing, case management, life skills training and vocational/educational supportive services to homeless young adults age 18-23.

Northern California Service League/Cameo House: Transitional housing, case management, lifeskills training, vocational/educational support services for homeless ex-offender women and up to two young children.

Arriba Juntos/HomeWORC: Employment training designed to give homeless front-line staff and volunteers working in the homeless service industry the skills necessary to advance into positions of higher responsibility and greater compensation.

- Private Industry Council/Homeless Employment Collaborative (HEC):** Vocational training, basic remedial education, job search and placement service to homeless individuals and homeless parents with children.
- Young Community Developers/Homeless Employment Labor Program (HELP):** Employment preparation skills, occupation-specific skills, job placement and retention services to homeless individuals from the Bayview Hunter's Point area of San Francisco.
- Episcopal Community Services/Conquering Homelessness Through Employment in Food Services (CHEFS):** Training in culinary skills that will enable homeless individuals to find employment within the food services industry.
- Housing Services Affiliate of the Bernal Heights Neighborhood Center/ (HSABHNC) Monterey Boulevard:** Permanent housing with support services to multiply diagnosed homeless women and their families.
- Connecting Point/Holy Family Day Home:** Childcare services for homeless children, age 2-6 years, in a licensed childcare program.
- Hamilton Family Center/Aftercare Services:** Housing placement and case management aftercare services.
- United Council of Human Services/Drop-In Center:** Drop-in services featuring life skills training and coordinated referrals to homeless individuals in the Bayview Hunter's Point Community.
- GPTODCO/Knox:** Shelter Plus Care rental assistance for eighteen permanent housing units.
- Episcopal Community Services/Canon Kip Community House:** Shelter Plus Care rental assistance for eighty permanent housing units.
- GPTODCO/Hotel Isabel:** Shelter Plus Care rental assistance for four permanent housing units.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

	Start-Date	End-Date
Catholic Charities/Childcare Voucher I	06/01/01	05/31/03
Catholic Charities/Positive MATCH	11/01/01	10/31/04
TIHDI/Integrated Services Team	06/01/01	05/31/03
Larkin Street/Avenues to Independence	01/01/02	12/31/03
Northern California Service League/Cameo House	01/02/01	01/01/03
Arriba Juntos/HomeWORC	06/01/01	05/31/03
Private Industry Council/HEC	10/01/01	09/30/03
Young Community Developers/HELP	06/01/01	05/31/03
Episcopal Community Services/CHEFS	01/02/01	01/01/03
HSA Bernal Heights Neighborhood Center/Monterey Boulevard	01/01/01	06/30/04
Connecting Point/Holy Family Day Home	07/01/01	06/30/03
Hamilton Family Center/Aftercare Services	09/01/01	08/31/03
United Council of Human Services/Drop-In Center	09/01/01	08/31/03
GPTODCO/Knox	07/01/01	06/30/02
Episcopal Community Services/Canon Kip Community House	10/01/01	09/30/02
GPTODCO/Hotel Isabel	10/01/01	09/30/06

10. Number of new positions created and funded: No new city position created

11. If new positions are created, explain the disposition of employees once the grant ends?
N/A

12a. Amount budgeted for contractual services: \$9,553,105

b. Will contractual services be put out to bid? No

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? One time.

13a. Does the budget include indirect costs? [] Yes [X] No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

[X] Not allowed by granting agency

[] To maximize use of grant funds on direct services

[] Other (please explain):

14. Any other significant grant requirements or comments: NONE

****Disability Access Checklist*****

15. This Grant is intended for activities at (check all that apply):

[X] Existing Site(s)

[X] Existing Structure(s)

[X] Existing Program(s) or Service(s)

[] Rehabilitated Site(s)

[] Rehabilitated Structure(s)

[X] New Program(s) or Service(s)

[X] New Site(s)

[] New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: _____

Maggie D. Dineen
(Name)

Date Reviewed: 8/17/01

Department Approval: Sally Kipper, Deputy Director, San Francisco Dept. of Human Services

(Name)

(Title)

(Signature)

Sally Kipper

**2000 Continuum of Care HUD McKinney Awards
Sources of Cash Match**

Contractor	Project Name	SHP Award Amount for Support Services and/or Operating	Required 25% Cash Match Amount	Sources of Cash Match Funds	Cash Match Amount	Total Cash Match Amount	Difference
Treasure Island Homeless Development Initiative	Treasure Island Integrated Services Team	\$ 776,626	194,157	General Fund	\$ 70,734		
				Treasure Island Development Authority	\$ 30,000		
				Veterans Administration	\$ 29,958	\$ 194,158	\$ 2
				Shelter Plus Care	\$ 54,590		
Catholic Charities	Positive MATCH	\$ 508,350	127,088	Foundations	\$ 8,876		
Larkin Street Youth Center	Avenues to Independence	\$ 475,242	118,811	Unrestricted Funds	\$ 127,088		
United Council of Human Services	Bayview Hunter's Point Drop-In Center	\$ 182,532	45,633	Private/Corporate Funding	\$ 432,418	\$ 313,608	1
				General Fund	\$ 45,634		
Catholic Charities	Child Care Voucher 1	\$ 1,068,992	267,248	CDBG	\$ 13,698	\$ 59,332	13,699
Young Community Developers, Inc.	Homeless Employment Labor Program	\$ 250,826	62,707	Private Donations/Contributions	\$ 294,744	\$ 27,496	27,496
Private Industry Council of San Francisco	Homeless Employment Collaborative	\$ 2,020,760	505,190	Laborers AGC Education and Training Fund	\$ 76,000	\$ 76,000	13,294
Bernal Heights Neighborhood Center	Monterey Boulevard	\$ 88,197	22,049	General Fund	\$ 505,190	\$ 505,190	-
Episcopal Community Services	CHEF - Food Service Training	\$ 290,496	72,624	General Fund	\$ 92,814	\$ 92,814	70,765
Department of Human Services	Connecting Point - Holy Family Day Home	\$ 840,710	210,178	United Way	\$ 110,916	\$ 110,916	38,292
				General Fund	\$ 488,691		
				Foundations	\$ 86,846		
				United Way	\$ 31,124	\$ 631,145	420,968
Arriba Juntos	HomeWORC	\$ 166,764	41,691	WAGES	\$ 24,484		
				Restricted Funds	\$ 50,000		
				Charles Schwab	\$ 20,000		
				Van Loeben Sels	\$ 30,000		
Northern California Service League	CAMEO House	\$ 615,758	153,940	Unrestricted Funds	\$ 11,042	\$ 111,042	69,351
				NCSJ Operating	\$ 84,300		
				San Francisco Training Partnership	\$ 78,000	\$ 191,300	37,361
Hamilton Family Center	After Care Project	\$ 378,890	94,723	Supplemental Fees	\$ 29,000		
				Foundations	\$ 367,834		
				General Fund	\$ 34,723	\$ 492,556	397,834
					\$ 3,318,703	\$ 3,318,703	1,402,667
					\$ 7,664,143	\$ 1,916,036	

Item 5 -- File 01-1600

Department: Private Industry Council (PIC)

Item: Resolution approving the San Francisco Federal Fiscal Year 2001 Refugee County Plan.

Description: The 2001 Refugee County Plan describes the services that the City, through the PIC, offers to refugees in San Francisco for the one-year period from October 1, 2001 through September 30, 2002. The services include employment services, on-the-job training, skills/vocational training, case management, support services (such as transportation and childcare), and acculturation services designed to assist refugees in effectively utilizing welfare, housing, education and other services.

The Federal Office of Refugee Resettlement (ORR) has allocated \$844,599 in funds for the above mentioned training and support services to the City's Department of Human Services (DHS) through the State Department of Social Services. According to Ms. Sally Kipper of DHS, the Board of Supervisors appropriated these \$844,599 funds in the DHS' FY 2001-2002 budget.

DOCUMENTS DEPT.

OCT - 1 2001

SAN FRANCISCO
PUBLIC LIBRARY

Specifically, the refugee services include three components: (1) the Refugee Cash Assistance (RCA) Employment Services System, (2) the CalWORKs Services System and (3) the Volunteer Employment Services Systems (VESS).

The RCA Employment Services System component provides employment and training services to refugees who receive Federal cash assistance and who have resided in the United States for 12 months or less. RCA Employment Services System is mandatory for RCA recipients.

The CalWORKs Services System component provides employment and training services to refugees who receive Temporary Assistance for Needy Families (TANF) funds, which are a combination of State and Federal monies, and

who have resided in the United States for 60 months or less.

The VESS component provides employment and training services to recipients who are not mandated to participate in employment and training services. Participants include TANF recipients who are not mandated to participate in CalWORKs, as well as recipients of General Assistance, Supplemental Security Income, Food Stamps and non-aided refugees who have been in the United States 60 months or less.

Comments:

1. The PIC is a non-profit organization that contracts with DHS to administer the ORR funds on behalf of the City. Attachment I, provided by the PIC, provides an explanation of how the refugee funding allocation is distributed by the ORR to the PIC. The PIC subcontracts with culturally and linguistically appropriate community-based organizations to provide employment, training, acculturation and support services.

2. According to Ms. Karen Hart of the PIC, the PIC previously awarded contracts through Requests for Proposals (RFP) to seven non-profit employment and training service providers for the delivery of employment and training services to refugees for the one-year period from October 1, 1998 through September 30, 1999. Ms. Hart reports that the PIC extended the terms of each of these seven contracts through September 30, 2001 based on the PIC's satisfactory evaluation of the service providers and the availability of grant funds from the ORR.

According to Ms. Hart, on June 20, 2001, the PIC issued a new RFP to employment and training service providers for the delivery of the City's proposed refugee services. Ms. Hart advises that out of the seven service providers that responded to the RFP, PIC has selected six of these service providers, all of which are non-profit service providers, to provide the City's proposed refugee services. These six non-profit service providers include: (1) the International Rescue Committee, (2) Catholic Charities, (3) Jewish Vocational Service, (4) the African Immigrant

and Refugee Resource Center, (5) the International Institute and (6) Jewish Family and Children Services. Attachment II, provided by the PIC, is a budget that shows the amount of funding that each of the six non-profit service providers will receive. Subcontracts between PIC and the six non-profit service providers will commence on October 1, 2001 and extend through September 30, 2002. Ms. Hart advises that the service provider that was not selected was Oxman College, a for-profit service provider, because of its lack of experience as a subcontractor and high cost of providing refugee services.

3. The 2001 Refugee Services County Plan was developed in accordance with the appropriate Federal, State and County regulations. Ms. Hart states that all applicable regulations and Federal notices will be followed during the implementation and execution of the 2001 Refugee Services County Plan. Ms. Hart also states that any unspent funds from previous years as well as any new allocations for the period covered by the County Plan would be used to increase the various program components as defined in the 2001 Refugee Services County Plan.

4. Ms. Hart states that approximately 202 refugees will be served under the 2001 Refugee County Plan for the one-year period of October 1, 2001 through September 30, 2002.

Recommendation: Approve the proposed resolution.



PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.

creating
employment
opportunities

MEMORANDUM

TO: ANNA WEINSTEIN, BUDGET ANALYST DATE: SEPTEMBER 25, 2001
KSH
 FROM: KAREN HART, REFUGEE PROGRAM COORDINATOR
 SUBJECT: REFUGEE FUNDING ALLOCATION

This is to clarify the past and present flow of federal refugee funds into the County of San Francisco. The federal Office of Refugee Resettlement allocates formula refugee dollars to States. The California Department of Social Services (CDSS), through its Refugee Programs Branch, allocates funds to counties.

About 20 years ago, the San Francisco Board of Supervisors (BOS), at the request of the San Francisco Department of Social Services (as it was then known), designated the Private Industry Council as the administrator of federal refugee funds. At that time, the CDSS contracted directly with the PIC, and as a consequence, the PIC included with the County Plan a request to the BOS to accept and expend the funds.

The CDSS changed its procedures a few years ago, and required that the funds flow through the San Francisco Department of Human Services (SFDHS), as it is a government entity. The funds are now passed through the SFDHS to the PIC via a contract approved by the Human Services Commission. The refugee funds are included, along with other federal and State funds, in the SFDHS budget that is approved by the BOS each year.

Since the PIC no longer receives the funds directly for the County, the resolution submitted by the PIC concerns only approval of the County Plan, which is required by the State.

I hope this is sufficient clarification. If you need anything else, please let me know.

cc: PIC Staff

PRIVATE INDUSTRY COUNCIL FFY 2001 PRELIMINARY REFUGEE FUNDING RECOMMENDATIONS

Proponent	Activity	Amount Requested	Initial FFY 2000 Funding	Current FFY 2000 Funding*	Initial FFY 2001 Recm. Funding	TA	RESS	Recom.		Placo. Rate
								Svc.	Pic.	
International Rescue Committee	CIP	\$118,756	\$93,511	\$99,167	\$85,862	\$54,513	\$31,349	NA	NA	NA
Catholic Charities/REAP	ES	\$111,007	\$141,123	\$141,123	\$92,500		\$92,500	50	33	66%
Jewish Vocational Service	ES	\$244,379	\$195,335	\$195,335	\$197,440	\$197,440		80	52	65%
African Imm. & Refugee Res. Center	ES	\$50,000	\$30,094	\$30,094	\$27,500	\$27,500		11	7	64%
Catholic Charities/REAP	Broker	\$28,000	\$19,500	\$37,500	\$18,670	\$18,670		10	8	80%
Jewish Vocational Service	Broker	\$37,988	\$0	\$0	\$18,990	\$18,990		10	8	80%
Jewish Vocational Service	VT-IT	\$120,638	\$55,214	\$70,989	\$62,552	\$62,552		14	11	79%
Jewish Vocational Service	VT-OTC	\$132,254	\$58,980	\$88,469	\$66,120	\$66,120		15	12	80%
Oxman College	VT-Acc't	\$120,000	\$0	\$0	\$0					
International Institute of San Francisco	A/SAS	\$50,150	\$35,583	\$50,491	\$35,000		\$35,000			
Jewish Family & Children's Services	A/SAS	\$98,952	\$0	\$0	\$15,885		\$15,885			
Subtotal		\$1,112,124	\$629,340	\$713,168	\$620,519	\$445,785	\$174,734	190	131	69%
IR/OJT Set Aside			\$65,000	\$137,000	\$75,000	\$75,000				
Transportation/Childcare			\$23,074	\$35,185	\$22,390	\$14,974	\$7,416			
Total			\$717,414	\$886,353	\$717,909	\$535,759	\$182,150			
PIC Administration			\$136,220	\$139,284	\$126,690	\$94,546	\$32,144			
Grand Total			\$853,634	\$1,025,637	\$844,599	\$630,305	\$214,294			

*FFY 2000 funding totals do not include one agency's funding because it is not a proponent for FFY 2001 funds.

**Current FFY 2000 funding includes carry forward FFY 1999 funds.

CIP Central Intake Point
ES Employment Services
VT/IT Vocational Training/Information Technology
VT/OTC Vocational Training/Office Technology & Communication
VT/Acc't Vocational Training/Accounting
A/SAS Acculturation/Social Adjustment Services

Item 6 – File 01-1610

Department: Department of Children, Youth and Their Families (DCYF)

Item: Resolution authorizing the Department of Children, Youth and Their Families to accept and expend a grant in the amount of \$24,293 from the Federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) for the Gang Free Communities Program that is currently authorized by OJJDP, and an additional \$125,707 upon receipt of the final award letter from OJJDP, for a total grant of \$150,000.

Source of Funds: United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP)

Grant Amount: \$150,000

Grant Period: June 1, 2001 through September 30, 2002 (16 months)

Required Match: None (see Comment No. 5)

Indirect Costs: Indirect costs waived to maximize use of available grant funds on direct program expenditures.

Description: The proposed resolution would authorize the DCYF to accept and expend a \$150,000 grant for the Gang Free Communities Program to fund a Citywide plan to decrease juvenile gang activity. According to Mr. Cedric Yap of the DCYF, the OJJDP has already pre-awarded the amount of \$24,293 of the \$150,000 grant to the DCYF to begin the project. Attachment I, provided by DCYF, is the pre-award letter from OJJDP to DCYF for the \$24,293 portion of the entire subject grant of \$150,000. Mr. Yap advises that the DCYF has recently received the final award letter from the OJJDP for the remaining \$125,707 of the subject grant, for a total grant award of \$150,000. This grant will fund a comprehensive planning, assessment and strategy development process including broad-based data collection and analysis, focusing on the problem of juvenile gang activity in San Francisco. The findings of this analysis is intended to help to formulate a

Memo to Economic Vitality, Small Business and Social Policy Committee
October 2, 2001 Economic Vitality, Small Business and Social Policy Committee
Meeting

comprehensive strategy to respond to San Francisco's youth gang problems.

Budget:

The budget for the pre-awarded \$24,293 portion of the total \$150,000 subject grant for the period of June 1, 2001 through August 31, 2001, as shown in Attachment I, is as follows:

Personnel Costs (see Comment No. 3)	\$4,475
Fringe (25% of Personnel Costs)	1,118
Travel (see Comment No. 6)	10,500
Consultants/Contracts (see Comment No. 4)	7,200
Supplies	<u>1,000</u>
TOTAL PRE-AWARDED GRANT	\$24,293

However, DCYF has actually expended \$14,700 of the \$24,293 pre-awarded amount for non-salary expenditures as explained in Comment No. 1.

The budget for the entire subject grant of \$150,000, including the \$24,293 mentioned above, for the period of June 1, 2001 through September 30, 2002 is as follows:

Personnel Costs	
Two positions from December 1, 2001 through September 30, 2002 (10 months):	
1.0 FTE Project Director and 0.25 FTE Clerical Support (see Comment No. 3)	\$52,039
Fringe Benefits (25% of Personnel Costs)	13,008
Travel (see Comment No. 6)	17,840
Consultants/Contracts (see Comment No. 4)	58,000
Supplies	4,800
Equipment	<u>4,313</u>
TOTAL GRANT AMOUNT	\$150,000

Attachment II, provided by the DCYF, provides details to support the budget summary shown above.

Comments:

1. The proposed grant period began on June 1, 2001 and the initial \$24,293 has already been awarded by the OJJDP. According to Mr. Yap, non-salary expenditures have been incurred for \$14,700 of the subject \$24,293 by

BOARD OF SUPERVISORS
BUDGET ANALYST

DCYF for existing City staff to prepare for, travel to and participate in an OJJDP training meeting in Washington, D.C. from August 6 through 9, 2001, prior to obtaining Board of Supervisors approval to accept and expend a portion of the subject grant funds. Incurred obligations totaling \$14,700 include \$7,500 for travel expenses and \$7,200 for consultants/contracts. Since the DCYF has already incurred obligations for a portion of the funds, the proposed resolution should be amended to provide for retroactive authorization by the Board of Supervisors to accept and expend the subject grant funds.

2. Mr. Yap advises that approval of the proposed resolution would also authorize the DCYF to accept and expend up to \$150,000 per year for three successive years, for a total of \$600,000 over four years, without additional approval by the Board of Supervisors. According to Mr. Yap, the initial \$150,000 is for the subject grant period of June 1, 2001 through September 30, 2002 and is for the initial development of the City's strategic plan with the understanding that the Gang Free Community Program will be an ongoing project. However, Mr. Yap also reports that the DCYF will need to reapply to the OJJDP in each subsequent year for additional grant funds. Further, Mr. Yap notes that the funding for subsequent years is not guaranteed by the OJJDP. Because the subject grant requires the DCYF to reapply each year for additional funding, and the DCYF has not been guaranteed the availability of grant funds in future years, the Budget Analyst recommends amending the proposed resolution to delete the language that would authorize the DCYF to expend up to \$150,000 for up to three successive years, or an additional \$450,000.

3. Mr. Yap reports that the subject grant would fund two positions, or 1.25 FTEs, for ten months as detailed in Attachment II. Mr. Yap advises that the Clerical Support position is an existing position in the Juvenile Probation Department and that this position will continue to be funded with Juvenile Probation Department funds upon the termination of the subject proposed grant. Mr. Yap reports that the Project Director position at DCYF would be designated "G", or grant-funded, and would terminate

when the grant expired if the Department is unable to secure additional grant funds. The Budget Analyst therefore recommends that this Project Director position be designated "G" or grant funded in the proposed resolution. Although the DCYF included \$4,475 for personnel costs and \$1,118 in fringe benefits in the \$24,293 budget for the grant period of June 1, 2001 through August 31, 2001, none of these funds for personnel costs have been incurred or expended to date, according to Mr. Yap.

4. As shown in the summary budget on the second page of this report, the proposed grant includes \$58,000 for consultant costs. Attachment II shows that the proposed grant's budget includes \$55,000 for the Resource Development Associates (RDA) to provide data analysis, evaluation of risk factors and an analysis of behavioral patterns that lead up to youth gang involvement. According to Mr. Yap, RDA was chosen on a sole source basis because of their expertise and experience in the field of crime data collection design and assessment. Mr. Yap reports that RDA is anticipated to bill 700 hours at \$50 per hour for work done by a Research Associate and a Data Analyst for a cost of \$35,000; additionally, the Principal of RDA is anticipated to perform 200 hours of work at \$100 per hour, for a cost of \$20,000, and stipends totaling \$3,000 for participants in interviews conducted as part of the project, for a total cost of \$58,000. The DCYF has already incurred approximately \$7,200 of the subject grant funds for consultants/contracts as RDA has already started to work on the Gang Free Community Program, without a signed contract and without first obtaining approval by the Board of Supervisors to accept and expend the subject grant funds, according to Mr. Yap. Mr. Yap reports that the \$7,200 in funds already incurred for consultants/contracts has been included in the budget for the \$24,293 in funds that were pre-awarded by OJJDP.

5. Although matching funds are not required by the granting agency, the DCYF included \$31,000 in the DCYFs' FY 2001-2002 budget, as approved by the Board of Supervisors, to increase the amount of DCYFs' sole source contract with RDA from \$58,000 to \$89,000,

Memo to Economic Vitality, Small Business and Social Policy Committee
October 2, 2001 Economic Vitality, Small Business and Social Policy Committee
Meeting

according to Mr. Yap. The additional \$31,000 DCYF funds will cover the cost of key informants on gang-related activities and additional focus groups.

6. The proposed budget includes \$17,840 in travel expenses for seven persons, including four City employees, two community representatives, and a research associate, to attend two different meetings in Washington, D.C. Travel expenses for the first of the two meetings which was held August 6 through August 9, 2001, totaled approximately \$7,500, which is \$3,000 less than the anticipated travel expenses of \$10,500 included in the budget for the \$24,293 in funds that were pre-awarded by OJJDP.

7. Attachment III is the Department's Grant Information Form for the proposed grant funds, which includes the Disability Access Checklist.

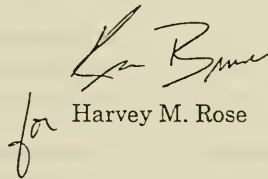
Recommendations:

1. In accordance with Comment No. 1, amend the proposed resolution as follows:
 - a) on page 1, line 3 in the title, insert "*retroactively*" before "*to accept*" so that the phrase reads "*to retroactively accept and expend*"...
 - b) on page 2, line 4, insert "*retroactively*" before "*to expend*" so that the phrase reads "*to retroactively expend*"...
 - c) on page 2, line 7, insert "*retroactively*" before "*to expend*" so that the phrase reads "*to retroactively expend*"...
2. In accordance with Comment No. 2, amend the proposed resolution as follows: on page 2, lines 8, 9 and line 10, delete "*FURTHER RESOLVED, That should OJJDP accept and approve the Strategic Plan, that DCYF be authorized to expend up to \$150,000 for up to three successive years to implement the Strategic Plan; and be it*"...
3. Amend the proposed resolution to designate the Project Director position at DCYF that is funded by the subject grant as a "G" or grant-funded position, which

Memo to Economic Vitality, Small Business and Social Policy Committee
October 2, 2001 Economic Vitality, Small Business and Social Policy Committee
Meeting

would terminate when the grant expires, in accordance
with Comment No. 3 above.

4. Approve the proposed resolution, as amended.


for Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Ben Rosenfield



U.S. Department of Justice

Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention

Office of the Administrator

Washington, D.C. 20531

JUL 17 2001

Deborah Alvarez-Rodriguez
Director
Department of Children, Youth & Their Families
City and County of San Francisco
1390 Market Street, Suite 900
San Francisco, CA 94102

Dear Ms. Alvarez-Rodriguez:

In response to your Department's June 27th request for approval of pre-agreement costs for the Gang Free Communities Program (Application Number 2001-5994-CA-JD), the Office of Juvenile Justice and Delinquency Prevention (OJJDP) is authorizing your organization to incur expenditures not to exceed \$24,293 for the period June 1, 2001 to August 31, 2001. The following expenditures are being approved in the following budget categories to allow staff to prepare for, travel to, and participate in an OJJDP cluster meeting (training) in Washington, D.C. in August.

Personnel & Fringe:	\$5,593
Travel:	\$10,500
Consultants/Contracts:	\$7,200
Supplies:	\$1,000
Equipment:	0.00
<u>Other:</u>	<u>0.00</u>
Total:	\$24,293

This agreement does not guarantee current or future funding. This pre-agreement cost letter only authorizes the specified funds to be expended for tasks which are included in the application and budget currently pending with OJJDP. Your organization will be responsible for the initial financing of these tasks and will be reimbursed for these costs subject to final budget approval and issuance of the award. Please note that all costs incurred prior to final budget approval are incurred at the risk of your organization.

If you have any questions, please contact Jim Burch, Director, Special Emphasis Division, at 202-307-5910.

Sincerely,

John J. Wilson
Acting Administrator

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Project Director	1.0 FTE @ \$55,000 10 months on project	\$45,839
Clerical Support	.25 FTE @ \$31,000 10 months on project	\$6,200
		TOTAL \$52,039

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Project Director	25% of salary	\$11,458
Clerical Support	25% of salary	\$1,550
		TOTAL \$13,008
		Total Personnel & Fringe Benefits \$65,041

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Cluster meetings (2 meetings)	Washington, DC			
		-Air fare	8 people x \$400/person x 2 trips (RT)	\$6,400
		-Hotel	8 people x 3 nights x \$125/night x 2 trips	\$6,000
		-Expenses	8 people x 4 days x \$75/person x 2 trips	\$4,800
		-Local Mileage	40 miles/week @ 32¢/miles	\$640
TOTAL				\$17,840

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Computer		\$2,500
Printer		\$1,000
Peripherals		\$813
TOTAL		\$4,313

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Consumable Office Supplies	\$200/month x 12 months	\$2,400
Copying, postage, printing	\$200/month x 12 months	\$2,400

TOTAL \$4,800

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
---------	---------------------	------

NONE

TOTAL \$0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Participant Stipends	Participate in interview	\$15/interview, 100 interviews	\$1,500
Interviewer Stipends	Conduct interviews	\$15/interview, 100 interviews	\$1,500

Subtotal \$3,000

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
------	----------	-------------	------

NONE

Subtotal \$0

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
------	------

Research Partner: Resource Development Associates

-Robert Bennett, Principal	200 hrs @ \$100/hr	\$20,000
-Data Analyst	400 hrs @ \$50/hr	\$20,000
-Research Associate	300 hrs @ \$50/hr	\$15,000

Subtotal \$55,000

TOTAL \$58,000

TOTAL GRANT

\$150,000.00

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: San Francisco Gang-Free Communities Initiative
2. Department: Department of Children, Youth and Their Families
3. Contact Person: Cedric Yap Telephone: (415) 554-9519
4. Grant Approval Status (check one):

☒ [X] Approved by funding agency * ☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$ 150,000

6a. Matching Funds Required: \$-0-

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Office of Juvenile Justice and Delinquency Prevention

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:

San Francisco Gang-Free Communities Initiative

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: June 1, 2001 End-Date: September 30, 2002

10. Number of new positions created and funded: 1

11. If new positions are created, explain the disposition of employees once the grant ends?

Termination

- 12a. Amount budgeted for contractual services: \$58,000

b. Will contractual services be put out to bid? NO

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?

d. Is this likely to be a one-time or ongoing request for contracting out? One time.

13a. Does the budget include indirect costs?

☐ Yes

☒ No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☒ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

Research partner consultant, Resource Development Associates needed to be identified to funder at time grant proposal submission.

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☐ Existing Site(s)

☐ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☒ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

*Partial approval up to \$24,293

Departmental or Mayor's Office of Disability Reviewer: GEORGE SANCIN
(Name)

Date Reviewed: _____

Department Approval: CEORIC YAP DEP. DIRECTOR
(Name) (Title)

(Signature)



Meeting Minutes

Economic Vitality, Small Business and Social Policy
Committee

94102-4089

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie Maxwell

Clerk: Deborah Muccino

Tuesday, October 02, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

MEETING CONVENED

The meeting convened at 10:04 a.m.

010778 [Campaign and Governmental Conduct Code, Mass Mailings]
Supervisors Leno, Newsom

Ordinance amending Article I, Chapter 1 of the San Francisco Campaign and Governmental Conduct Code by amending Section 1.104 and adding Section 1.161 to require candidates who pay for mass mailings to identify themselves on the mailings with a "paid for by" designation, and file a copy of the mass mailing along with an itemized disclosure statement with the San Francisco Ethics Commission.

4/30/01, ASSIGNED UNDER 30 DAY RULE to Economic Vitality, Small Business and Social Policy Committee. Refer to Ethics Commission and Small Business Commission.

Heard in Committee. Speakers: Mabel Ng, Ethics Commission; Paul Melbostad, Ethics Commission; Ginny Vlda, Ethics Commission; Mike Mooney, SF Common Cause; Caleb Kleppner, Center for Voting and Democracy; John Kennedy, Deputy City Attorney.
Amendment of the whole bearing new title.

AMENDED, AN AMENDMENT OF THE WHOLE BEARING NEW TITLE.

Ordinance amending Article I, Chapter 1 of the San Francisco Campaign and Governmental Conduct Code by adding Section 1.161 to require candidates who pay for mass mailings to identify themselves on the mailings with a "paid for by" designation, and file a copy of the mass mailing along with an itemized disclosure statement with the San Francisco Ethics Commission.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

DOCUMENTS DEPT.

OCT - 5 2001

SAN FRANCISCO
PUBLIC LIBRARY

011503 [Grant Funds James Denman Middle School]**Mayor**

Resolution authorizing the Chief of Police of the City and County of San Francisco to accept and expend grant funds made available through the Governor's Office of Criminal Justice Planning for a project entitled "James Denman Middle School Safety Program" and waiving indirect costs due to funding constraints; rescinding Resolution Number 674-00. (Mayor)

8/13/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee: Colleen Fatooh, SFPD Inspector; Evangeline Fontanilla, SFPD.

Continued to October 16, 2001.

CONTINUED by the following vote:

Ayes: 2 - Sandoval, Maxwell

Absent: 1 - Newsom

011561 [IHSS Contract Modification Approval - Addus Healthcare]

Resolution approving the retroactive modification of the contract between the City and County of San Francisco and Addus Healthcare for the provision of In-Home Supportive Services for the period from July 1, 2001 to January 31, 2002, in the increased amount of \$4,182,526, for a total contract amount of \$21,379,697. (Human Services Department)

8/29/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

10/1/01, TRANSFERRED to Finance Committee.

Transferred to Finance Committee. No action taken.

011581 [Grant - Department of Human Services]**Mayor**

Resolution authorizing the Department of Human Services to accept and expend a grant in the amount of \$9,753,765 from the U.S. Department of Housing and Urban Development for Stewart B. McKinney Supportive Housing Program. (Mayor)

8/27/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee: Speakers: Kim Mikyung, Department of Human Services; Maggie Donahue, Department of Human Services.

Amend the title on page 1, line 3. After to, add the following: "retroactively"; At page 1, line 19 - After to, add the following: "retroactively".

AMENDED.

Resolution authorizing the Department of Human Services to retroactively accept and expend a grant in the amount of \$9,753,765 from the U.S. Department of Housing and Urban Development for Stewart B. McKinney Supportive Housing Program. (Mayor)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 2 - Sandoval, Maxwell

Absent: 1 - Newsom

011600 [Refugee County Plan, Federal Fiscal Year 2001]

Resolution approving the San Francisco Federal Fiscal Year 2001 Refugee County Plan. (Private Industry Council)

9/4/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Pamela Calloway, Private Industry Council; Karen Hart, Private Industry Council.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Maxwell

Absent: 1 - Newsom

011610 [Grant, Gang Free Communities Program]

Resolution authorizing the Department of Children, Youth and Their Families to accept and expend a grant in the amount of \$24,293 from the office of Juvenile Justice and Delinquency Prevention (OJJDP) for the Gang Free Communities Program that is currently authorized by OJJDP, and up to \$150,000 upon receipt of the final award letter from OJJDP. (Mayor)

9/10/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee: Cedric Yap, Department of Children, Youth and Their Families.

Amend the title on page 1, line 3, insert "retroactively" before "accept"; At page 2, line 4, insert "retroactively" before "expend"; At page 2, line 7, insert "retroactively" before "expend"; At page 2, lines 8, 9 and 10, delete "FURTHER RESOLVED, That should OJJDP accept and approve the Strategic Plan, that DCYF be authorized to expend up to \$150,000 for up to three successive years to implement the Strategic Plan; and be it"; At page 2, line 12, delete "." after "requirement"; insert "; and be it;" after "requirement"; At page 2, line 13, insert FURTHER RESOLVED, That this Project Director position at DCYF that is funded by the subject grant shall be designated as a grant "G" funded position and the authorization for this position shall terminate when the grant terminates."

AMENDED.

Resolution authorizing the Department of Children, Youth and Their Families to retroactively accept and expend a grant in the amount of \$24,293 from the office of Juvenile Justice and Delinquency Prevention (OJJDP) for the Gang Free Communities Program that is currently authorized by OJJDP, and up to \$150,000 upon receipt of the final award letter from OJJDP. (Mayor)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 2 - Sandoval, Maxwell

Absent: 1 - Newsom

ADJOURNMENT

The meeting adjourned at 11:21 a.m.



Meeting Minutes

Economic Vitality, Small Business and Social Policy Committee

94102-4689

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie Maxwell

Clerk: Deborah Muccino

Tuesday, October 16, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom.

Members Absent: Sophie Maxwell.

MEETING CONVENED

The meeting convened at 10:03 a.m.

DOCUMENTS DEPT.

OCT 18 2001

SAN FRANCISCO
PUBLIC LIBRARY

011667 [Liquor License Transfer, 1 Ferry Plaza, Pier 2]

Hearing to consider that the transfer of a Type 51 on-sale general club license to the World Trade Club from World Trade Center #300 to its new address at No. 1 Ferry Plaza, Pier 2 (District 3), will serve the convenience of the people of the City and County of San Francisco.

9/14/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee. Filed by Baxter Rice, Consultant.

Heard in Committee. Speaker: Inspector Dave Falzon, SFPD.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST.

Resolution determining that the transfer of a Type 51 on-sale general club license to the World Trade Club from World Trade Center #300 to its new address at No. 1 Ferry Plaza, Pier 2 (District 3), will serve the public convenience and necessity of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011503 [Grant Funds James Denman Middle School]

Mayor

Resolution authorizing the Chief of Police of the City and County of San Francisco to accept and expend grant funds made available through the Governor's Office of Criminal Justice Planning for a project entitled "James Denman Middle School Safety Program" and waiving indirect costs due to funding constraints; rescinding Resolution Number 674-00. (Mayor)

8/13/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

10/2/01, CONTINUED. Heard in Committee: Colleen Fatooh, SFPD Inspector; Evangeline Fontanilla, SFPD.

Continued to October 16, 2001.

Speakers: None.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011736 [Accept-Expend Federal Grant]

Resolution authorizing the Sheriff's Department to accept and expend a grant in the amount of \$25,818 for the year 2000 and \$15,318 for the year 2001 from the U.S. Department of Justice under the Bulletproof Vest Partnership Act to equip law enforcement officers in the Sheriff's Department and the Office of the District Attorney with armor vests. (Sheriff)

9/28/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Speakers: None.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011671 [Agreement - Informatix, Inc. and CCSF to implement the Computer Assisted Support Enforcement System (CASES) Consortium for 34 California counties including San Francisco]

Resolution approving the Agreement between Informatix, Inc. and City, dated May 3, 2000, for computer consulting services necessary to implement the CASES Consortium. (Child Support Services)

(Fiscal impact.)

9/19/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Milton Hyams, Director, Department of Child Support Services; Raul Oeazionez, Informatix.

Amend the title on page 1 line 4. After Resolution, add the following: "retroactively"; After Agreement, add the following: "and its subsequent amendment"; At page 2 line 12 - After hereby, add the following: "retroactively"; After Agreement, add the following: "and its subsequent amendment".

AMENDED.

Resolution retroactively approving the Agreement and its subsequent amendment between Informatix, Inc. and City, dated May 3, 2000, for computer consulting services necessary to implement the CASES Consortium. (Child Support Services)

RECOMMENDED AS AMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011770 [Accept and Expend Federal Grant]

Mayor

Resolution authorizing the Mayor of the City and County of San Francisco to retroactively accept and expend a grant in the amount of \$2,150,710 from the U.S. Department of Justice, Bureau of Justice Assistance, to administer the Local Law Enforcement Block Grant Program. (Mayor)

10/3/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Greg Lowder, Mayor's Criminal Justice Council; Keith Choy, Mayor's Criminal Justice Council; Suzanne London, San Francisco SAFE.

RECOMMENDED.. by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011766 [Chemical or Biological Incident Preparedness Plan]

Supervisor Sandoval

Hearing to discuss the City's contingency and preparedness plan in the event of a chemical or biological incident.

10/1/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Bruce Gebhardt, Federal Bureau of Investigation (FBI); Lucien Canton, Mayor's Office of Emergency Services; Dr. John Brown, Department of Public Health; Assistant Deputy Chief Shortall, San Francisco Fire Department; Chief Saunders, San Francisco Police Department (SFPD); Lieutenant Chinosini, San Francisco Sheriff's Department; Thera Bradshaw, Emergency Communications Department; Steve Leonard, Public Utilities Commission.

FILED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

ADJOURNMENT

The meeting adjourned at 12:48 p.m.

239

6/01

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

October 11, 2001

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: October 16, 2001 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 3 – File 01-1736

Department: Sheriff's Department

Item: Resolution authorizing the Sheriff's Department to accept and expend a grant in the amount of \$25,818 for the year 2000 and \$15,318 for the year 2001 from the U.S. Department of Justice under the Bulletproof Vest Partnership Act to equip law enforcement officers in the Sheriff's Department and the Office of the district Attorney with armor vests.

Comment: Ms. Jean Mariani of the Sheriff's Department advises that the Department wishes to have the proposed resolution continued until the November 6, 2001 meeting of the Economic Vitality, Small Business and Social Policy Committee.

Recommendation: Continue the proposed resolution until the November 6, 2001 Committee meeting, as requested by the Department.

DOCUMENTS DEPT.

OCT 15 2001

SAN FRANCISCO
PUBLIC LIBRARY

Item 4 - File 01-1671

Department: Department of Child Support Services

Item: Resolution approving the Master Agreement between the Department of Child Support Services and Informatix, Inc., signed on May 3, 2000, for computer consulting services to implement and maintain the Computer Assisted Support Enforcement System (CASES) Consortium in order to manage child support caseloads on an interim basis on behalf of the State for 34 of the 58 counties in California, including San Francisco.

Consultant: Informatix, Incorporated, a for-profit locally-owned, minority business enterprise (LBE/MBE) (See Comment No. 1)

Purpose of Master Agreement: The CASES system is an existing State-approved interim child support system currently being operated under State law until the State selects and implements a new State-wide computer system for managing child support caseloads. The subject contract between the Department of Child Support Services and Informatix, Inc. provides for the conversion of 11 California counties to CASES and the maintenance of CASES in 34 counties in California (11 counties to be converted to CASES plus 23 counties, already using CASES. See Comment No. 4) until the State selects and implements a new State-wide computer program for managing child support caseloads. The CASES Consortium consists of the 34 California counties, identified in Attachment IV.

Term of Master Agreement: Retroactive to July 1, 2000 through June 30, 2002 (two years) with three, one-year extensions up to a final termination date of June 30, 2005, or a total potential of five years (see Comment No. 6).

Amount of Master Agreement: Not to exceed \$30,135,820

Source of Funding: The costs of the subject computer consulting agreement are funded as follows: (a) 66 percent or up to \$19,889,641

BOARD OF SUPERVISORS
BUDGET ANALYST

from U.S. Department of Health and Human Services, Office of Child Support Enforcement; and, (b) 34 percent or up to \$10,246,179 from the State Department of Child Support Services. Ms. Karen Roye of the Department of Child Support Services advises that no General Fund monies are being expended on the subject CASES computer consulting agreement. Additionally, Ms. Roye advises that the State and Federal are funding the cost of the subject agreement on an annual basis based on the Department's annual budget request to the State, which reflects the annual cost for maintaining and operating the CASES system plus the cost of developing and implementing State-directed enhancements to the CASES system. Ms. Roye states that the Department determines the costs of those State-directed enhancements and returns a cost analysis to the State for Federal and State approval. Ms. Roye advises that \$10,117,927 has been included in the Department's budget FY 2001-2002 for the subject computer consulting agreement.

**Amounts Paid by the
Federal and State
To the City:**

According to Ms. Roye, the Department of Child Support Services' FY 2000-2001 budget included Federal and State funds in the amount of \$7,855,964 for the subject computer consulting agreement between the Department and Informatix, Inc. (see Comment No. 1). Ms. Roye advises that the Federal and State governments have allocated \$10,117,927 for the Department's FY 2001-2002 costs for the subject CASES computer consulting agreement. According to Ms. Roye, such funding was included in the Department's budget and to date, the Department has not expended any of the \$10,117,927 for FY 2001-2002.

Description:

The proposed resolution would retroactively approve the modified (See Comment No. 8) master agreement between the City and Informatix, Inc. to provide computer consulting services to 34 of 58 California counties for a period of July 1, 2000 through June 30, 2002, with three, one-year extensions for a final termination date of June 30, 2005.

According to Ms. Roye, the subject agreement between the Department and Informatix, Inc. is for computer systems, project management, operation support, system analysis, programming services and expert consulting required for systems maintenance of CASES in 34 California counties.

Pursuant to the Federal Family Support Act of 1988 (Public Law 100-485), each State was required to have a single State-wide automation system for child support caseloads by October 1, 1997. Ms. Roye advises that the State's attempt to implement such a system failed and State law required the State Department of Child Support Services to identify certain existing child support automation systems, which could act as interim systems pending the development of a new State-wide system. According to Ms. Roye, San Francisco had developed the CASES system in FY 1988-1989 to manage its child support caseload. Ms. Roye states that San Francisco was designated as the operational administrator and fiscal agent for the 34 county members of the CASES Consortium by the California Department of Child Support Services, in accordance with State law based on their expertise in the CASES system. According to Ms. Roye, the State is projected to have a new State-wide child support system implemented by December 31, 2005 and approval of the proposed resolution would allow the Department to continue to contract with Informatix, Inc. and act as the designated operational administrator and fiscal agent for the 34 county members of the CASES Consortium.

Comments:

1. The Department of Child Support Services was previously known as the Family Support Bureau of the District Attorney's Office. The State Child Support Reform legislation of 1999 created a new State Department of Child Support Services and required the establishment of child support departments State-wide, independent of the District Attorney's Office. This State law also required the creation of a consortium to administer the interim child support automation systems, according to Ms. Roye. According to State law, the Department of Child Support Services' budget is not

subject to amendment by the Board of Supervisors. According to Ms. Roye, the subject master agreement is subject to Board of Supervisors approval as explained in Comment No. 2.

Ms. Roye advises that the Family Support Bureau, prior to its separation from the District Attorney's Office, entered into the subject computer consulting agreement on May 3, 2000 for up to \$30,135,820 for the period of July 1, 2000 through June 30, 2005.

Ms. Roye advises that the State has provided separate funding to cover all administrative, operational and indirect costs incurred by the Department to augment the installation of the CASES system by the Informatix, Inc. and the continuing oversight, training, and support by Department staff. Ms. Roye further advises that such funding is on-going and consistent with the City's requirements for salary and fringe benefits and no General Fund monies are used for this purpose.

2. Beginning with FY 2000-2001, the Department of Child Support Services was formed as an independent department separate from the District Attorney. The department's budget is now totally funded from State monies and, under State law, is not subject to amendment by the Mayor or the Board of Supervisors.

In the attached memorandum (Attachment I) from Mr. Milton Hyams, Director of the Department of the Department of Child Support Services, Mr. Hyams states that the subject master agreement was not approved by the Board of Supervisors prior to the effective date of July 1, 2000 because of, "the Family Support Bureau's unique political and transitory environment during FY 1999-2000." Mr. Merlin Zimmerly of the Department of Child Support Services states that it was an oversight on the part of the Family Support Bureau to not request Board of Supervisors approval for the subject computer consulting agreement.

Ms. Roye states that even though the Federal and State governments appropriate funds on an annual basis, the

subject agreement is for up to \$30,135,820, which is up to \$20,135,820 more than the \$10,000,000 threshold which requires for Board of Supervisors approval on such consulting contracts under Charter Section 9.118 (b). Therefore, the Department is requesting approval of the agreement by the Board of Supervisors, on a retroactive basis.

3. According to Ms. Roye, the Department issued a Request for Rate Quotation (RFQ) in February of 2000 to select a vendor for the CASES Consortium. The Request for Rate Quotation provided a list of tasks that would be performed by the approved vendor and requested the hourly rates for the performance of such tasks by the various staff of the vendor. Attachment II, provided by the Department, is a copy the Request for Rate Quotation that was sent to eleven vendors selected from the California Multiple Award Schedule (CMAS), the State's master list of qualified computer consulting vendors. Ms. Roye advises that Informatix, Inc. was the only bidder who responded with hourly rates as required by the RFQ. Ms. Roye further advises that the Department notified both the State and Federal Child Support Offices regarding the bid process and vendor selection and both of those Offices approved the selection of Informatix, Inc. and the subject computer consulting agreement.

Attachment III, provided by the Department, is a list of the hourly rates charged by Informatix, Inc. As shown in Attachment III, the hourly rates range from a low of \$85 per hour to a high of \$130 per hour.

4. Ms. Roye advises that 23 counties of the 34 counties in the CASES Consortium used CASES prior to the commencement of the subject agreement with Informatix, Inc. Ms. Roye further advises that under the terms of the subject agreement between the Department and Informatix, Inc., 11 counties of the 34 counties in the CASES Consortium needed to be converted to CASES. Attachment IV, provided by the Department, lists the 34 counties under the CASES Consortium under the subject agreement. According to Ms. Roye, as of September 4, 2001, the 11 counties that had not previously used

CASES, had been converted to CASES. Ms. Roye advises now that all of the 34 counties in the CASES Consortium are using CASES, Informatix, Inc. will be required to maintain the system until the State implements its own State-wide child support system, which is projected to occur by December 31, 2005.

5. According to Ms. Roye the remaining 24 California counties (58 total California counties less these 34 counties using CASES) use the following child support systems: (a) 10 counties use KIDZ; (b) 4 counties use Computer Having All Support Expertise Required; (c) 4 counties use Support Through Automated Resources Keeping Integrated Data on System; (d) 3 counties use Automated Replacement System; and, (e) 3 counties use Best Enforcement Support Technology, for a total of 24 counties not using CASES. These 24 counties would also be required to use the State-wide child support system which is projected to occur by December 31, 2005.

6. The original agreement period between the Department of Child Support Services and Informatix, Inc. was July 1, 2000 through June 30, 2005. On July 1, 2000 the agreement was amended to change the terms of the agreement to July 1, 2000 through June 30, 2002, with three, one-year extensions for a term not to exceed five years ending on June 30, 2005, in accordance with a request from the Federal Office of Child Support to limit the subject agreement to two years, with three, one-year extensions.

7. According to Ms. Roye, as of September 5, 2001, the Department has been billed by Informatix, Inc. for \$7,524,543 for services provided in FY 2000-2001. Attachment V, provided by the Department, is a list of contract expenditures for FY 2000-2001 and a description of the tasks completed. Ms. Roye advises that none of the \$10,117,927 appropriated for FY 2001-2002 has been expended because the Department has suspended contract work until this subject proposed resolution is approved by the Board of Supervisors.

8. The proposed resolution seeks Board of Supervisors approval for the subject master agreement dated May 3, 2000 for the period of July 1, 2000 through June 30, 2005. However, as noted above, in July of 2000 the subject master agreement was amended to change the terms of the agreement to July 1, 2000 through June 30, 2002, with three, one-year extensions for a term not to exceed five years ending on June 30, 2005. Therefore, the Budget Analyst recommends amending the proposed resolution to: (1) account for the retroactive nature of the subject agreement; and, (2) seek approval of the master agreement and its subsequent amendment, which changed the terms of the agreement from July 1, 2000 through June 30, 2005 to July 1, 2000 through June 30, 2002, with three, one-year extensions for a term not to exceed five years ending on June 30, 2005.

Recommendations:

1. In accordance with Comment No. 8 above, amend the proposed resolution as follows:

- (a) on page one, line four, in the title of the proposed resolution: (1) insert the word "retroactively" before the word "approving", and (2) insert the phrase, "and its subsequent amendment" after the word "agreement" so that the phrase reads, "Resolution retroactively approving the agreement and its subsequent amendment between Informatix, Inc. and the City..."
- (b) on page two, line 12, of the proposed resolution: (1) insert the word "retroactively" before the word "approve", and (2) insert the phrase, "and its subsequent amendment" so that the phrase reads, "...the Board of Supervisors hereby retroactively approves the agreement and its subsequent amendment between Informatix, Inc. and the City, dated May 3, 2000, for computer services, and ratifies all previous action taken."

2. Approval of the proposed resolution is a policy matter for the Board of Supervisors given the retroactive nature of the subject agreement and given the Department's reason, as stated in Comment No. 2, as to why the Department did not request approval of the Board of Supervisors prior to the July 1, 2000 effective date of the subject agreement.

WILLIE L. BROWN, JR.
MAYOR
CITY AND COUNTY OF
SAN FRANCISCO



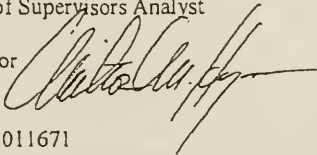
MILTON M. HYAMS
DIRECTOR

DEPARTMENT OF CHILD SUPPORT SERVICES

617 Mission Street, San Francisco, CA 94105-3503 Tel. (415) 356-2700

DATE: October 10, 2001

TO: Maureen Singleton
San Francisco Board of Supervisors Analyst

FROM: Milton Hyams, Director
Board of Supervisors 

SUBJECT: Board Resolution No. 011671
Resolution to Approve the Agreement between Informatix, Inc. and the City and County of San Francisco through the Department of Child Support Services, dated May 3, 2000, and Approve the Amendment Order "Modify the Terms of Contract", dated July 1, 2000.

There is submitted, for your consideration and approval, a resolution to approve retroactively, a personal and specialized procurement contract between Informatix, Inc. and the City and County of San Francisco through the Department of Child Support Services for consulting services necessary to complete implementation and maintain the CASES Consortium as required by the California Department of Child Support Services.

The intention of the Department to procure a contract that complies with all City and County requirements has never been an issue. The reason the master agreement was not approved by the Board of Supervisor's, relates to the Family Support Bureau's unique political and transitory environment during fiscal year 1999-2000. Consideration with respect to the transition of the department from the District Attorney's Office, the state system failure, the establishment of a CASES Consortium, and funding mechanisms bears relevance to the approval of this resolution.

From the Family Support Bureau to the Department of Child Support Services

As a part of sweeping Child Support Reform legislation, signed by the Governor on September 24, 1999, AB196 and SB 542, called for centralized IV-D programs throughout the state. A new state Department of Child Support Services was created and counties were required to create a new Department of Child Support Services (DCSS), effective January 1, 2000. Local child support programs located in the district attorney's offices were to be transferred to the new county DCSS. This law mobilized San Francisco to establish new accounting and budgeting tools for the new department and to begin the transition of previously exempt classifications to equal civil service classifications, where appropriate. The task was huge, but with the cooperation of the City Attorney's Office, the Controller's Office, and the Department of Human Resources, San Francisco met its commitment on October 19, 2000.

Background – AB 150

The CASES system is the State approved interim child support system being operated under state law until the State selects and implements a new state-wide computer system for managing child support caseloads.

Pursuant to federal law (the Family Support Act of 1988 [P.L. 100-485]), each state was required to have a single statewide child support automation system by October 1, 1997. California's attempt at implementation of such a system failed and has been required to develop a new system for that purpose. As a part of the Child Support Reform legislation discussed above, AB150, required the newly established California Department of Child Support Services (CDCSS) through the Franchise Tax Board, to develop, implement, and install a new California Child Support Automation System (CCSAS). This project is estimated to be completed no sooner than December 31, 2005. The law further required the California Department of Child Support Services to identify certain existing child support automation systems, which could act as interim systems pending development of a new statewide system. CASES is one of six systems so designated. San Francisco, as the designer and lead county operating the CASES system, was designated to manage the CASES system for the 34 county members of the CASES Consortium on behalf of the State.

CASES Consortium

The CASES Consortium consists of the 6 original counties operating the San Francisco CASES child support automation system, plus 17 counties that had been operating the failed SACSS statewide automation system or requested transfer to CASES, plus the 11 counties required to be converted under the subject contract as required by state law.

The CASES system was developed under an approved APD in 1988/89. Between the years of 1989 and 1992 six counties in all began using the CASES system operating at the local data center in each county. San Francisco County bore the cost of the design, development and testing effort through the data center in San Francisco. Each of those counties, Kings, Santa Clara, Sonoma, Solano, and Tulare, installed and maintained CASES in their respective data centers. Each county took responsibility for user interface and operational support. In state fiscal year 1997/98 the state asked San Francisco County to accept a number of the counties which were running the failed statewide system (called SACSS) into the CASES Consortium. In November 1998, the CASES system was selected as one of six available systems which counties could convert to for the purposes of meeting federal government mandates for emergency funding and interim child support activities. County conversion to an approved interim system was mandated pursuant to AB 150, as discussed above.

Since November 1998, when CASES was selected as an approved interim system, the effort continued to convert additional counties selected by the State to participate in the CASES Consortium. During Fiscal Year 1999-2000, Santa Cruz County was converted in October and Sacramento County was converted in November. During Fiscal Year 2000-2001, the following counties converted pursuant to the subject contract: Monterey County in August, Merced County in September, Calaveras County, Napa County and San Benito County in November, Glenn

County and Tuolumne County in December, Madera County and Humboldt County in May 2001. The remaining counties, El Dorado County and Tehama County, converted to CASES on September 4, 2001.

San Francisco is the operational and fiscal administrator and agent for the 34 county CASES Consortium at the direction of the California Department of Child Support Services in accordance with state law (Chapter 4 [commencing with section 10080] of Part 1 of Division 9 of the Welfare and Institutions Code). As the developer of the CASES system, San Francisco County was designated as the lead county and fiscal agent for the CASES Consortium. Pursuant to AB 150, the cost of administration and operation of the Consortium is 100% funded by federal and state funds administered by the California Department of Child Support Services. Currently all the technical functions of the Consortium are performed under a single contract with a private computer-consulting firm selected through competitive procurement. A Request for Rate Quotation was sent to eleven CMAS (California Master Schedule of Accounts) and/or MSA approved vendors. There were two responses wherein the corporations said that they were not interested. The only positive response made was from INFORMATIX, INC. The CASES Consortium Contract was made with INFORMATIX, INC for full services for a five-year period of time. The contract was revised at the request of the Office of Child Support Enforcement to be a two-year contract with three one-year renewals.

Administration and business functions of the Consortium are performed by the CASES management team who are budgeted employees of the County of San Francisco, Department of Child Support Services (SFDCSS). Those positions are part of our annual budget, which is also funded 100% by state and federal agencies, as discussed below.

Funding

The cost of the subject computer consulting agreement is funded as follows: 66 percent federal funding from the Department of Health & Human Services, Office of Child Support Enforcement; and, 34 percent state funding from the California Department of Child Support Services. **No general fund dollars will be expended on the subject computer consulting agreement or the administrative support to that agreement.**

Funding for administration and operation is determined by the Department's annual budget request to the state and reflects the annual cost for maintaining and operating the system, plus the cost of developing and implementing state directed enhancements. Enhancements to the system are determined by the state. The department "costs out" those enhancements and submits a cost analysis in the form of an automation budget to the state for federal and state approval.

The Family Support Bureau, after a competitive procurement process, selected Informatix, Inc. a Local Business Enterprise (LBE) and a Minority Business Enterprise to perform the technical services for the Consortium. The Family Support Bureau entered into the master agreement on May 3, 2000, for up to \$30,135,820, for the period of July 1, 2000 through June 30, 2005. As noted above, the State and Federal governments agreed to fund the cost of the subject contract on an annual basis. In fiscal year 2000-2001, the Family Support Bureau received \$7,855,964 for

the first year of the subject contract, which was approved in the District Attorney's Family Support Bureau FY 2000-2001 budget.

Conclusion

The department has an unwavering commitment to uphold its responsibilities to the children of the City and County of San Francisco and remain in compliance with all mandates set by its governing bodies as outlined in the Administrative Code. Positive changes have taken place within the department that will insure future department performance meets the expectations of the Board.

The goal of San Francisco as the leader of the CASES Consortium, as designated by the state, remains no less valid today, as the department continues to earn high marks for administration and operation of the Consortium. We take great pride in operating a system which 34 counties rely on to efficiently and effectively manage over 423,000 child support cases affecting the lives of over 600,000 California children.

We realize that the failure to obtain prior approval of the subject contract by your Board was a serious oversight. However, we ask that the children served by the CASES system not be penalized by our error. Should the resolution fail to be approved our ability to meet the our responsibilities to our 33 partners in the CASES Consortium and the support provided to the children affected by the CASES system will be seriously compromised.

CASES
DEVELOPED BY CHILD SUPPORT PROFESSIONALS
FOR USE IN

CASES LETTER

February 25, 2000

TO: Eleven vendors from CMAS or MSA list, individual letters sent to:
ACS Technology; Advanced Concepts; American Management Systems, Inc.; Anderson consulting;
Booze Allen & Hamilton, Inc.; Datazoid; Deloitte & Touche Consulting Group; Informalix, Inc.; KPMG
Peat Marwick, LLP; MAXIMUS, Inc.; Renaissance Solutions, Inc.
(Originals Signed)

FROM: Edwina Young, Chairperson
CASES Consortium

SUBJECT: Request for Rate Quotation

Intent

It is the intent of the CASES Consortium to complete a market survey, for the current and future Consortium Member Counties, to obtain services according to competitive procurement requirements;
and,

To assure the State PRISM Project and the Federal Office of Child Support Enforcement, that the services performed in support of the CASES Consortium are cost effective and that rates for the service are competitive.

Background

The CASES Consortium is an approved Interim System for the California Department of Child Support Services. There are twenty-three Member Counties as of this date, with an anticipated addition of one county per month for the next State/County Fiscal Year. The CASES Consortium has been very pleased with the service provided by the current vendor who has maintained and enhanced the CASES system for approximately three years. Members of the Vendor's CASES Project Team have worked for CASES for more than ten years. The current Vendor is a California CMAS and MSA approved Vendor.

Scope of Service

The broad scope of services to be provided to the Consortium by the vendor is as follows:

- Participation with the User in analysis of the business requirements.
- Operational Support for multiple counties with separate data bases, with operations and batch processing out of HHSDC. Each county operates on-line twelve hours per working day. Batch must be run successfully within the window on a daily basis, with weekly and monthly jobs as required by the business.

CASES Consortium
Request for Rate Quotation
February 25, 2000
Page Two

- System Administration for 15 small, remote counties.
- Application Maintenance.
- Manage the multiple external state and federal interfaces, as well as local interfaces with welfare and fiscal agencies at every county in the Consortium.
- New Development for required system changes or enhancements.
- Child Support Help Desk support during twelve business hours weekdays.
- Consulting Services for unlimited number of requests for reports, audits, and estimates.
- Data Base Maintenance, tuning, backups and data archiving for all counties operating out of the HHSDC.
- Application Software Releases to counties operating on County Data Centers.
- Maintain and update all application documentation.
- Configuration management.
- Other services as required to maintain a stable system and production environment in support of the CASES Consortium Users.

Request for Rate Quotation

If your firm wishes to participate in this process, please review the following attachments:

1. The standard contract requirements for contracting with San Francisco County. The format is that required for Fiscal Year 2000/2001.
2. The project Task List.
3. The project staff qualifications statement.

Rates quoted must include all overhead, i.e., space, utilities, LAN, hardware, travel, per diem, and costs of administration.

Response Date

Please provide your rate quotation on the page provided for that purpose no later than 5:00 P.M. Friday, March 10, 2000.

CASES CONSORTIUM REQUEST FOR RATE QUOTATION

Responding Corporation: _____

_____ We are not interested in supplying a rate quotation at this time.

_____ We are interested in supporting the CASES Consortium and our rates are listed below.

Description	Hourly Rate (includes overhead costs)
Senior Project Manager	
Senior Data Base Administrator	
Senior Technical Leader	
Senior Analyst/Programmer	
Programmer Analyst	
Operations Manager	
Operations Analyst	
Quality Assurance Analyst	
Senior Business Analyst	
System Administrator	
Network Engineer/System Administrator	

Signed: _____

Type Name: _____

Corporation: _____

Date: _____

FAX response to (415) 356-2789 by 5:00 P.M., Friday, March 10, 2000

INFORMATIX, INC

XX

(SENIOR PROJECT MANAGER)	\$ 130.00
(SENIOR DATA BASE MANAGER)	\$ 130.00
(SENIOR TECHNICAL LEADER)	\$ 120.00
(SENIOR ANALYST/PROGRAMMER)	\$ 120.00
(PROGRAM ANALYST)	\$ 100.00
(OPERATIONS MANAGER)	\$ 110.00
(OPERATIONS ANALYST)	\$ 85.00
(QUALITY ASSURANCE ANALYST)	\$ 100.00
(SENIOR BUSINESS ANALYST)	\$ 85.00
(SYSTEM ADMINISTRATOR)	\$ 85.00
(NETWORK ENGINEER/SYSTEM ADMINISTRATOR)	\$ 110.00

JOSEPH MATRANGA

INFORMATIX, INC.

March 10, 2000

The following 34 counties are in the CASES Consortium.

The six original counties

San Francisco
Sonoma
Santa Clara
Solano
Kings
Tulare

The initial conversion counties under the CASES Consortium prior to subject contract. The State paid these 17 counties directly under a contract through the State-run Health & Human Services Data Center (HHSDC).

Alpine
Amador
Colusa
Del Norte
Inyo
Lake
Mariposa
Modoc
Mono
Plumas
Sacramento
San Luis Obispo
Santa Cruz
Sierra
Siskiyou
Sutter
Trinity

Eleven counties converted under the subject contract.

Merced
Monterey
Tuolumne
Napa
San Benito
Glenn
Calaveras
El Dorado
Humboldt
Tehama
Madera

Date Paid	Payment Document Number	Invoice Number	Contract Task #	Contract Project or Member County	Month Applied	Invoice Total	Total Paid
9/15/00	VCSF01 009358	1310017	9	Monterey		224,000.00	224,000.00
9/15/00	VCSF01 009371	1310018	1-5	Maintenance And Operations	July	333,276.90	333,276.90
10/11/00	VCSF01 013650	1310019	8	Merced		224,000.00	224,000.00
11/2/00	VCSF01 018185	1310020	1-5	Maintenance And Operations	August	349,862.70	349,862.70
11/30/00	VCSF01 022675	1310021	1-5	Maintenance And Operations	September	348,260.00	348,260.00
11/8/00	VCSF01 024606	1310022	14	Calaveras		136,000.00	136,000.00
12/13/00	VCSF01 024608	1310023	11	Napa		136,000.00	136,000.00
12/13/00	VCSF01 024609	1310024	12	San Benito		136,000.00	136,000.00
1/8/01	VCSF01 027419	1310026	1-5	Maintenance And Operations	October	346,621.00	346,621.00
1/8/01	VCSF01 027599	1310028 1310027	10 13	Tuolumne Glenn		136,000.00 136,000.00	272,000.00
2/20/01	VCSF01 035512	11-28	1-5	Maintenance And Operations	November	345,895.00	345,895.00
3/1/01	VCSF01 037675	1310029	1-5	Maintenance And Operations	December	337,362.30	337,362.30
3/22/01	VCSF01 041873	1310030	1-5	Maintenance And Operations	January	387,759.90	387,759.90
4/23/01	VCSF01 047700	1310031	1-5	Maintenance And Operations	February	352,069.30	352,069.30
5/21/01	VCSF01 052822	1310032	1-5	Maintenance And Operations	March	356,319.70	356,319.70
5/31/01	VCSF01 054671	1310033	18	Madera		224,000.00	224,000.00
6/19/01	VCSF01 057984	13-10034	16	Humboldt		224,000.00	224,000.00
6/19/01	VCSF01 057988	1310035	1-5	Maintenance And Operations	April	348,958.50	348,958.50
6/25/01	VCSF01 058787	13-10036	1-5	Maintenance And Operations	May	358,974.00	358,974.00
6/21/01	VCSF01 058853	13-10044 13-10044 13-10044	1-5 6 7	Maintenance And Operations Voice Response Unit Application Enhancements	June	308,484.00 534,250.00 890,450.00	1,733,184.00
9/5/01	VCSF02 006973	13-10051 13-10050	15 17	El Dorado Tehama		224,000.00 136,000.00	360,000.00
Total Payments							7,534,543.30

Appendix B Details of Scheduled Cost

Blended Rate for Hourly Services (1): \$110.00

<u>TASK</u>	<u>COST</u>	<u>BASIS OF INVOICE (2)</u>	<u>INVOICE FREQUENCY</u>
<u>2000/2001 Detail</u>			
1. Operations Support	\$1,852,560	hourly service	monthly
2. Application Maintenance	726,000	hourly service	monthly
3. Customer Service Desk	752,250	hourly service	monthly
4. System Administration	497,154	hourly service	monthly
5. Consortium Support	345,000	hourly service	monthly
6. Mandated Enhancement	1,212,750	hourly service	monthly
7. Central VRU Enhancement	534,250	hrly/cost reimb	upon completion
8. County Conversion - Merced	224,000	fixed price	upon completion
9. County Conversion - Monterey	224,000	fixed price	upon completion
10. County Conversion - Tuolumne	136,000	fixed price	upon completion
11. County Conversion - Napa	136,000	fixed price	upon completion
12. County Conversion - San Benito	136,000	fixed price	upon completion
13. County Conversion - Glen	136,000	fixed price	upon completion
14. County Conversion - Calaveras	136,000	fixed price	upon completion
15. County Conversion - El Dorado	224,000	fixed price	upon completion
16. County Conversion - Humboldt	224,000	fixed price	upon completion
17. County Conversion - Tehama	136,000	fixed price	upon completion
18. County Conversion - Madera	224,000	fixed price	upon completion

Each Subsequent Fiscal Year - 2001/2002 through 2004/2005

1. Operations Support	\$1,852,560	hourly service	monthly
2. Application Maintenance	726,000	hourly service	monthly
3. Customer Service Desk	752,250	hourly service	monthly
4. System Administration	497,154	hourly service	monthly
5. Consortium Support	345,000	hourly service	monthly
6. Mandated Enhancement	1,397,000	hourly service	monthly

Footnotes:

- (1) Subsequent to FY 2000/2001 and at the start of each fiscal year, the hourly rate for the new fiscal year shall be determined by adjusting the prior year rate by the same annual percentage change as the change in the Bay Area CPI/W (for the San Francisco/Oakland/San Jose area) for the preceding calendar year.
- (2) Project Completion shall be based upon either the written approval of the Consortium Manager, or the implementation and on-line usage of the CASES application for a period of thirty (30) days, whichever is earlier.

Item 5 – File 01-1770

Department: Mayor's Criminal Justice Council (MCJC)

Item: Resolution authorizing the Mayor of the City and County of San Francisco to retroactively accept and expend a grant in the amount of \$2,150,710 from the U.S. Department of Justice, Bureau of Justice Assistance, to administer the Local Law Enforcement Block Grant Program.

Grant Amount: \$2,150,710

Grant Period: November 1, 2001 – October 31, 2003 (24 months) (See Comment No. 2)

Source of Funds: U.S. Department of Justice, Local Law Enforcement Block Grant (LLEBG) Program

Description: The LLEBG Program provides local governments with funds to underwrite projects to reduce crime and improve public safety. The Block Grant application identifies four Federal "purpose areas" for which local governments can use LLEBG Program funds. According to Mr. Keith Choy of MCJC, the MCJC will use the subject grant funds for the following four Federal purpose areas:

- Law Enforcement Support (\$290,000): These funds would provide for School Resource Officer (SRO) overtime. The SRO Program is designed to improve relations between youth and the Police Department by placing Police Officers in schools to mentor and advise students and administrators. According to Mr. Choy, the Police Officers assigned to the SRO Program would be paid on an overtime basis because if the officers were assigned on regular time, that would reduce the number of Police Officers available on the streets for neighborhood public protection. A breakdown for this \$290,000 request for overtime is as follows:

<u>Personnel</u>	<u>Amount</u>
30 Police Officers @ overtime rate of \$50.28/hour x 182 hours per Officer	\$274,529
1 Police Sergeant @ overtime rate of \$58.75/hour x 181 hours	10,634
1 Police Lieutenant @ overtime rate of \$66.65/hour x 72 hours	4,799
Adjustment for rate variances	38
Total overtime	\$290,000

- Community Crime Prevention (\$929,190): The subject grant funds would establish cooperative crime prevention programs between community residents and law enforcement personnel, through the following eight programs: (1) the Neighborhood Crime Prevention Program; (2) the Own Recognizance Project; (3) the Pre-trial Diversion Mentor Court Program; (4) Juvenile Crime Prevention; (5) Project Impact; (6) Public Defender's Clean Slate Program; (7) Juvenile Justice Child Crisis Team; and (8) Program Development for the MCJC. These eight programs would fund 4.08 FTE positions in the Departments of Public Health and the Public Defender, as well as the MCJC.
- Supporting Drug Courts (\$816,675): These funds would be used to fund 6.125 FTE positions in the Superior Court, the Probation Department, the District Attorney's Office, the Public Defender's Office, and the Sheriff's Department, and for the Department of Public Health to enter into a contracts with non-profits for treatment services to reach non-violent offenders with substance abuse problems and offer them treatment, aftercare supervision, as well as possible prosecution, confinement, or incarceration due to non-compliance or failure to make progress in treatment.
- Enhancing Adjudication of Violent Offenders (\$114,845): The grant would fund a .80 FTE Senior

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Economic Vitality, Small Business, and Social Policy Committee
October 16, 2001 Economic Vitality, Small Business, and Social Policy Committee
Meeting

District Attorney to support intensive follow-up and prosecution of violent youth offenders.

Budget: Attachment I, provided by Mr. Keith Choy of MCJC, contains the budget details for the four above-noted areas to be funded by the LLEBG Program.

Required Match: \$238,968 (10% of the total project, See Comment No. 3)

Source of Matching Funds: Mayor's Criminal Justice Council (MCJC)

Indirect Costs: None allowed under the terms of the subject grant.

Comments: 1. Mr. Choy reports that while MCJC has already accepted the subject grant, and therefore the proposed grant provides for retroactive acceptance of these grant funds, the MCJC has not, to date, expended any of the subject grant funds.

2. According to Mr. Choy, although the official Grant Project Schedule is for 15 months from July 1, 2002 through September 30, 2003, the actual grant period, as determined by the terms of the subject Department of Justice grant, would begin on the date the MCJC's receives the grant funds, and would extend 24 months from that date. Mr. Choy states that MCJC is expected to receive the grant funds on approximately November 1, 2001.

3. As noted above, the subject grant requires a local match of \$238,968, or ten percent of the total project cost of \$2,389,678 (the total of the grant of \$2,150,710 plus the matching funds of \$238,968). Mr. Bruce Der-McLeod of MCJC states that the local match would be funded from the \$840,000 General Fund contribution to the Mayor's Neighborhood Crime Prevention Program in the MCJC's budget for the current fiscal year.

The local match would fund neighborhood crime prevention services through San Francisco SAFE, Inc., which would receive 60 percent of the subject funds or \$143,381, and the Japanese Community Youth Council

BOARD OF SUPERVISORS
BUDGET ANALYST

(JCYC), which would receive 40 percent of the subject funds or \$95,587 for a total of \$238,968.

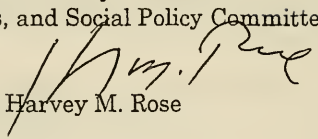
4. Mr. Choy advises that the subject grant would provide continued funding, including mandatory fringe benefits, for 11.005 FTE existing positions (see Attachment I) in the following departments: the Mayor's Office of Criminal Justice, the Public Defender, the Superior Court, the Adult Probation Department, the District Attorney, the Sheriff's Department, and the Department of Public Health. Mr. Choy states that these positions are coded "G," for grant-funded positions, and thus, all of these positions would be terminated when the subject grant funding ceases.

5. Mr. Choy states that \$871,624 of the subject grant funds would be expended on contractual services, with each contract awarded through a Request for Proposals/Qualifications (RFP) process, some of which have already been conducted. Under the Neighborhood Crime Prevention Program's Contract, San Francisco SAFE, Inc. and JCYC would each be awarded \$105,000 for neighborhood crime prevention, for a total of \$210,000. In addition, the San Francisco Institute for Criminal Justice would be awarded \$60,000 for the Own Recognizance Project. The San Francisco Pretrial Diversion Project, Inc. would be awarded \$60,000 for the Mentor Court Project. Under the Supporting Drug Court's Program's treatment service contracts, the Department of Public Health (DPH) would award \$277,096 in Treatment Service contracts. Finally, \$264,528 will be awarded in 2002 for FY 2003 in contracts for Juvenile Crime Prevention through a separate RFP process.

7. Attachment II, provided by MCJC, is the Grant Application Information Form, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.

Memo to Economic Vitality, Small Business, and Social Policy Committee
October 16, 2001 Economic Vitality, Small Business, and Social Policy Committee
Meeting


Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Ben Rosenfield

Local Law Enforcement Block Grant 2001-LB-BX-2305
Grant Budget by Federal Priority Area
Final Recommendation 9/27/2001

MYLEB6
Budget:

Law Enforcement Support:

School Resource Officer Program (Police Overtime)	290,000
	-
Law Enforcement Support Subtotal:	<u>290,000</u>

Community Crime Prevention:

Mayor's Neighborhood Crime Prevention Program Grant Contracts	210,000
Own Recognizance Project Contract	60,000
Pre-trial Diversion Mentor Court Contract	60,000
FY 2003 Juvenile Crime Prevention Contracts	264,528
Project Impact Coordinator (.4 FTE)	41,400
Clean Slate Court Alternative Specialist (1 FTE)	67,483
Child Crisis Team Health Worker (.84 FTE)	69,579
Child Crisis Team Social Worker (.84 FTE)	52,700
MCJC Director of Program Development (1 FTE)	103,500
Community Crime Prevention Subtotal:	<u>929,190</u>

Supporting Drug Courts:

Adult Drug Court Coordinator (1 FTE)	92,179
Clerk for Adult Drug Court Coordinator (.5 FTE)	25,968
Senior Adult Probation Officer (1 FTE)	67,601
Adult Probation Clerk for Drug Court Officers (.5 FTE)	30,718
District Attorney Investigator (.625 FTE)	68,416
Public Defender Trial Attorney (1 FTE)	114,803
Deputy Sheriffs (1.5 FTE)	139,894
Treatment Service Contracts	277,096
Drug Court Subtotal:	<u>816,675</u>

Enhancing Adjudication of Violent Offenders:

Senior District Attorney (.80 FTE)	114,845
Enhancing Adjudication Subtotal:	<u>114,845</u>

Total MYLEB6 Budget:	<u>2,150,710</u>
-----------------------------	-------------------------

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Local Law Enforcement Block Grant
2. Department: Mayor's Criminal Justice Council
3. Contact Person: Keith Choy Telephone: (415) 554-6558
4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$2,150,710

6a. Matching Funds Required: \$238,968

b. Source(s) of matching funds (if applicable): Mayor's Criminal Justice Council

7a. Grant Source Agency: U.S. Department of Justice, Bureau of Justice Assistance

b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary:

This grant is the sixth in a series of Local Law Enforcement Block Grant awarded to the City and County of San Francisco.

The Local Law Enforcement Block Grant Program is a Federal initiative that provides local governments with funds to underwrite projects to improve public safety and reduce crime in the local community. The LLEBG Program's Work and Budget Period is 7/01/2002-9/30/2003. San Francisco plans to expend grant funds in four of the seven Federal purpose areas:

- Paying overtime for law enforcement officers to increase hours for law enforcement services.
- Expanding and supporting Drug Courts.
- Establishing and supporting community based crime prevention programs.
- Enhancing the adjudication of violent offenders.

The purpose areas planned for grant expenditures are the same as in the previous five LLEBG grants awarded to San Francisco. No new projects are created, nor are any new positions created.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 7/01/2002 End-Date: 9/30/2003

Note: Allowable expenditure period will run 24 months from date of approved electronic drawdown of funds by BJA.

10. Number of new positions created and funded: None {0}

11. If new positions are created, explain the disposition of employees once the grant ends?
N/A

12a. Amount budgeted for contractual services: \$ 871,624

b. Will contractual services be put out to bid? Yes

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Yes

d. Is this likely to be a one-time or ongoing request for contracting out? Depends on project(s) status.

13a. Does the budget include indirect costs? [] Yes [X] No

b1. If yes, how much? N/A

b2. How was the amount calculated? N/A

c. If no, why are indirect costs not included?

[X] Not allowed by granting agency

[] To maximize use of grant funds on direct services

[] Other (please explain):

14. Any other significant grant requirements or comments:

N/A

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

[X] Existing Site(s)

[] Existing Structure(s)

[X] Existing Program(s) or Service(s)

[] Rehabilitated Site(s)

[] Rehabilitated Structure(s)

[] New Program(s) or Service(s)

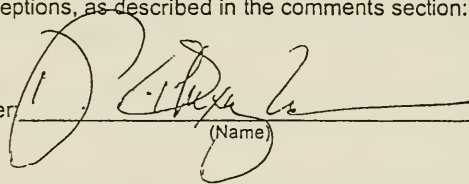
[] New Site(s)

[] New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer


(Name)

Date Reviewed: 10.1.01

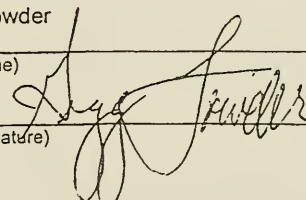
Department Approval: Gregg Lowder

Director, MCJC

(Name)

(Title)

(Signature)



CITY AND COUNTY



OF SAN FRANCISCO

DOCUMENTS DE

NOV - 6 2001

SAN FRANCISCO
PUBLIC LIBRARY

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

November 1, 2001

TO: Economic Vitality, Small Business and Social Policy Committee

FROM: Budget Analyst

SUBJECT: November 6, 2001 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 1 - File 01-1736

Departments: Sheriff's Department
Office of the District Attorney

Item: Resolution authorizing the Sheriff's Department to accept and expend a grant in the amount of \$25,818 for the year 2000 and \$15,318 for the year 2001 from the U.S. Department of Justice under the Bulletproof Vest Partnership Act to equip law enforcement officers in the Sheriff's Department and the Office of the District Attorney with bulletproof vests.

Source of Funds: U.S. Department of Justice, Bureau of Justice Assistance (BJA)

Grant Amount: \$41,136 comprising a) \$25,818 for the Federal Fiscal Year 2000-2001, and b) \$15,318 for the Federal Fiscal Year 2001-2002¹

Grant Period: March 1, 1999 through September 30, 2004 for the Federal FY 2000-2001 award

¹ Federal Fiscal Years are from October 1 through September 30.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Economic Vitality, Small Business, and Social Policy Committee
November 6, 2001 Economic Vitality, Small Business, and Social Policy Committee
Meeting

March 1, 1999 through September 30, 2005 for the
Federal FY 2001-2002 award.

Required Match: A minimum of 50% of the total award of \$41,136, or \$20,568. The Sheriff's Department appropriated \$39,041 in FY 2000-2001 for the purchase of bulletproof vests that will qualify as matching funds for the grant. The District Attorney appropriated \$2,301 in FY 2001-2002 for bulletproof vests that will qualify as matching funds for the grant. Therefore, the City has appropriated \$41,342 which qualifies as matching funds, or \$20,774 more than the minimum required match of \$20,568.

Indirect Costs: None allowed under the terms of the subject grant.

Description: The proposed resolution would authorize the Sheriff's Department to accept and expend \$41,136 from the U.S. Department of Justice, under the Bulletproof Vest Partnership Grant Act of 1998 (Public Law 105-181) to aid in purchasing a total of 233 bulletproof vests for the Sheriff's Department and the District Attorney's Office. The Act provides Federal funds to equip law enforcement officers with bulletproof vests and requires a 50 percent match on each jurisdiction's total award. Under the terms of the Act, jurisdictions that apply for the subject grant can distribute the grant funds among its various law enforcement agencies at its discretion.

According to Ms. Jean Mariani of the Sheriff's Department, the Sheriff's Department has a policy of outfitting every Deputy Sheriff with a bulletproof vest and replacing those vests that have surpassed their useful life of approximately five years. Ms. Mariani advises that these bulletproof vests are designed for custom-fitting such that the vests cannot be reused if a Deputy Sheriff resigns. For these reasons, bulletproof vests are periodically replaced by the Sheriff's Department. Ms. Mariani further advises that District Attorney Investigators in the District Attorney's Office require bulletproof vests to serve subpoenas under potential hostile situations.

Memo to Economic Vitality, Small Business, and Social Policy Committee
November 6, 2001 Economic Vitality, Small Business, and Social Policy Committee
Meeting

Budget: A summary budget for the purchase of 233 bulletproof vests at an average cost of \$354 per vest is as follows:

Federal Fiscal Year 2000-2001

Federal Award to Sheriff's Department	\$25,818	
Sheriff's Department Matching Funds	<u>25,863*</u>	
Total Funding for 146 Bulletproof Vests		\$51,681

Federal Fiscal Year 2001-2002

Federal Award to Sheriff's Department	\$13,017	
Sheriff's Department Matching Funds	<u>13,178*</u>	
Total Funding for 74 Bulletproof Vests		\$26,195
Federal Award to District Attorney's Office	\$2,301	
District Attorney's Matching Funds	<u>2,301*</u>	
Total Funding for 13 Bulletproof Vests		\$4,602
Total Federal Award		\$41,136
Total Matching Funds		<u>41,342</u>
Total Program Cost		\$82,478

*Total match of \$41,342, of which \$39,041 was appropriated in the Sheriff's Department FY 2000-2001 budget and \$2,301 is appropriated in the District Attorney's Office FY 2001-2002 budget.

Comments: 1. As reflected above, although the required match for the total subject Federal FY 2000-2001 and Federal FY 2001-2002 grant is \$20,568 (\$19,418 for the Sheriff's Department and \$1,150 for the District Attorney's Office) or 50 percent of the total grant award of \$41,136, the total proposed matching funds of \$41,342 represent 101 percent of the total subject grant amount of \$41,136.

Ms. Mariani reports that in FY 2000-2001, the Sheriff's Department purchased 220 (146 plus 74) vests at a cost of \$77,735 (average cost of \$354 each). This \$77,735 encompasses both the \$25,863 for the Department's contribution for the Federal FY 2000-2001 award and the \$13,178 for the Department's contribution for the Federal FY 2001-2002 award.

Ms. Teresa Serata of the District Attorney's Office advises that the District Attorney's Office has not, to date, purchased its allocation for 13 bulletproof vests at a total

Memo to Economic Vitality, Small Business, and Social Policy Committee
November 6, 2001 Economic Vitality, Small Business, and Social Policy Committee
Meeting

cost of \$4,602 (average cost of \$354 each). The District Attorney's Office has budgeted \$2,301 in their FY 2001-2002 budget as equal matching funds for the District Attorney's portion of the Federal FY 2001-2002 grant award of \$2,301.

2. The Attachment is a Grant Information Form, provided by the Sheriff's Department, which includes a Disability Access Checklist.

Recommendation: Approve the proposed resolution. .

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Bulletproof Vest Partnership Grant Act**
2. Department: **Sheriff's Department**
3. Contact Person: **Jean M. Mariani** Telephone: **(415) 554-4316**
4. Grant Approval Status (check one):

☒ [X] Approved by funding agency ☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$ 25,818 for 2000 and \$15,318 for 2001**

6a. Matching Funds Required: **50% match required**

b. Source(s) of matching funds (if applicable): **Approximately \$ 25,818 for 2000 and \$15,318 for 2001 from the General Fund.**

BULLETPROOF VEST AWARD MATCH ALLOCATION

2000 - Cost Per Vest (City Approved Rate incl. Tax): \$ 353.98

Department	# of Vests	Cost Per Department	Federal Award	Department Contribution
Sheriff	146	\$ 51,681	\$ 25,818	\$ 25,863
Total	146	\$ 51,681	\$ 25,818	\$ 25,863

2001 - Cost Per Vest (City Approved Rate incl. Tax): \$ 353.98

Department	# of Vests	Cost Per Department	Federal Award	Department Contribution
Sheriff	74	\$ 26,195	\$ 13,017	\$ 13,178
District Attorney	13	\$ 4,602	\$ 2,301	\$ 2,301
Total	87	\$ 30,797	\$ 15,318	\$ 15,479

7a. Grant Source Agency: **U.S. Department of Justice, Bureau of Justice Assistance**

b. Grant Pass-Through Agency (if applicable): **n/a**

8. Proposed Grant Project Summary:

The purpose of the Bulletproof Vest Partnership Grant Act of 1998 (Public Law 105-181) is to help protect lives of law enforcement officers by helping States, units of local government, and tribal governments to equip their law enforcement officers with armor vests. The Sheriff's Department and the Office of the District Attorney will use this grant to equip its law enforcement officers with bulletproof vests.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **Vests purchased on or after** End-Date: **Not Specified.**
March 1, 1999 are eligible
for funding.

10. Number of new positions created and funded: **None**

11. If new positions are created, explain the disposition of employees once the grant ends? **n/a**

12a. Amount budgeted for contractual services: **n/a**

b. Will contractual services be put out to bid? **n/a**

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? **n/a**

d. Is this likely to be a one-time or ongoing request for contracting out? **n/a**

13a. Does the budget include indirect costs? ☐ Yes ☒ No

b1. If yes, how much?

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☒ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

Counties must spend funds according to Department of Justice, Bureau of Justice Assistance legislation and guidelines.

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input checked="" type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: _____

(Name)

Date Reviewed: 9/18/01

Department Approval: _____

Michael Hennessey
(Name)

Sheriff
(Title)

(Signature)

Memo to Economic Vitality, Small Business, and Social Policy Committee
November 6, 2001 Economic Vitality, Small Business, and Social Policy Committee
Meeting
Item 3 – File 01-1900

Department: District Attorney

Item: Resolution authorizing the District Attorney to retroactively accept and expend a grant in the amount of \$120,000 from the California Department of Justice for a program entitled "Spousal Abuser Prosecution Program."

Source of Funds: California Department of Justice

Grant Amount: \$120,000

Grant Period: July 1, 2001 through June 30, 2002 (One year, See Comment No. 1)

Required Match: 20% of the total award of \$120,000, or \$24,000 which is included in the District Attorney's Office FY 2001-2002 budget (See Comment No. 2)

Indirect Costs: None allowed under the terms of the subject grant.

Description: The San Francisco Spousal Abuser Prosecution Program was created in 1994 to successfully prosecute family violence cases, with a primary focus on misdemeanor cases. The subject grant would provide \$120,000 for continued assistance in vertical prosecution and conviction of individuals arrested for spousal abuse and domestic violence crimes. Vertical prosecution, which typically results in higher conviction rates, consists of a single prosecuting attorney personally handling all elements of the legal proceeding, from preliminary hearings through final sentencing.

Budget: A summary budget for the total project costs of \$187,276, including the subject grant funds of \$120,000 plus matching in-kind contributions of \$67,276 from the District Attorney's Office is as follows:

Memo to Economic Vitality, Small Business, and Social Policy Committee
November 6, 2001 Economic Vitality, Small Business, and Social Policy Committee
Meeting

Grant Funds

Personnel

.55 FTE 8132 Investigative Assistant	\$24,375	
.10 FTE 8146 Investigator	7,498	
.65 FTE 8178 Senior Attorney	63,032	
Fringe Benefits	<u>22,552</u>	
Personnel Subtotal		\$117,457

Operational

Supplies	408	
Program Audit	1,200	
Other	<u>935</u>	
Operational Subtotal		<u>2,543</u>

Total Grant Funds	\$120,000
-------------------	-----------

Matching In-Kind Contributions

Personnel

.35 8178 Senior Attorney	\$28,813	
.20 8182 Head Attorney	25,817	
Fringe Benefits	<u>11,124</u>	
Personnel Subtotal		\$65,754

Operational

Supplies	511	
Other (phones, pagers, postage)	<u>1,011</u>	
Operational Subtotal		<u>1,522</u>

Total Matching In-Kind Contributions	<u>67,276</u>
Total Project Costs	\$187,276

Comments:

1. The proposed grant began on July 1, 2001, and the proposed resolution provides for retroactive acceptance and expenditure of this grant. Ms. Teresa Serata of the District Attorney's Office, notes that, to date, approximately 25 percent of the \$187,276 total project costs or \$46,819, has been expended. According to Ms. Serata, the proposed grant resolution is coming before the Board of Supervisors now, over four months after the grant began, because the subject grant funds were included in the District Attorney's Office FY 2001-2002 budget and, therefore, have already received Board of Supervisors approval. Ms. Serata further advises that the proposed resolution is necessary to fulfill a formal State

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Economic Vitality, Small Business, and Social Policy Committee
November 6, 2001 Economic Vitality, Small Business, and Social Policy Committee
Meeting

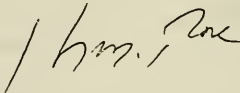
requirement of providing documentation of the City's acceptance of the subject grant.

2. The provisions of the subject grant require 20 percent in matching funds, or \$24,000, to be provided by the District Attorney. According to Ms. Serata, the District Attorney has budgeted \$67,276 of in-kind contributions in the current FY 2001-2002 budget for a total project cost of \$187,276. The District Attorney has budgeted more than the required in-kind contribution for this Spousal Abuse Program to demonstrate to the State the District Attorney's commitment to the Program, as leverage to receive additional State funding for the Program should additional State grant funds become available.

3. Ms. Serata advises that the 1.3 FTE positions funded under the subject grant are coded "G," for grant-funded positions, and thus, these positions would be terminated when the subject grant funding ceases.

4. The Attachment, provided by the District Attorney's Office, is the Grant Information Form, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Ben Rosenfield

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Spousal Abuser Prosecution Program (SAPP)
2. Department: District Attorney
3. Contact Person: Teresa Serata Telephone: 553-1895
4. Grant Approval Status (check one):
☐ Approved by funding agency ☒ Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$120,000
- 6a. Matching Funds Required: \$67,276
b. Source(s) of matching funds (if applicable): General Fund
- 7a. Grant Source Agency: California Department of Justice
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary:

The subject grant would provide for assistance in vertical prosecution and conviction of individuals arrested for spousal abuse crimes. Vertical prosecution consists of a single prosecuting attorney personally handling all elements of a legal proceeding, from preliminary hearings through final sentencing. Vertical prosecution typically results in higher conviction rates.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: July 1, 2001

End-Date: June 30, 2002

10. Number of new positions created and funded: n/a
11. If new positions are created, explain the disposition of employees once the grant ends?
- 12a. Amount budgeted for contractual services: \$0
b. Will contractual services be put out to bid? n/a
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

13a. Does the budget include indirect costs?

[] Yes

[X] No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

[X] Not allowed by granting agency

[] To maximize use of grant funds on direct services

[] Other (please explain):

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

[X] Existing Site(s)

[] Existing Structure(s)

[] Existing Program(s) or Service(s)

[] Rehabilitated Site(s)

[] Rehabilitated Structure(s)

[] New Program(s) or Service(s)


[] New Site(s)

[] New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer:



(Name)

Date Reviewed:

9/24/01

Department Approval:

TERENCE HALLINAN

DISTRICT ATTORNEY

(Name)

(Title)



(Signature)



City and County of San Francisco

Meeting Minutes

Economic Vitality, Small Business and Social Policy Committee

94102-4689

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie Maxwell

Clerk: Deborah Muccino

Tuesday, November 06, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

MEETING CONVENED

The meeting convened at 10:03 a.m. Supervisor Newsom was noted present at 10:10 a.m.

011736 [Accept-Expend Federal Grant]

Supervisor Sandoval

Resolution authorizing the Sheriff's Department to accept and expend a grant in the amount of \$25,818 for the year 2000 and \$15,318 for the year 2001 from the U.S. Department of Justice under the Bulletproof Vest Partnership Act to equip law enforcement officers in the Sheriff's Department and the Office of the District Attorney with armor vests. (Sheriff)

9/28/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.
10/16/01, CONTINUED TO CALL OF THE CHAIR. Speakers: None.

Heard in Committee. Speaker: Jean Mariani, Sheriff's Department.

RECOMMENDED.. by the following vote:

Ayes: 2 - Sandoval, Maxwell

Absent: 1 - Newsom

011849 [Street Artists - Temporary Spaces]

Supervisor Ammiano

Resolution designating temporary selling spaces in the Downtown area and at Harvey Milk Plaza for street artists certified by the Arts Commission, City and County of San Francisco, for the winter holiday season, 2001, beginning on November 15, 2001 and ending on January 15, 2002.

10/15/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speaker: Howard Lazar, Street Artists Program Director, San Francisco Arts Commission.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

DOCUMENTS DEPT.

NOV - 8 2001

SAN FRANCISCO
PUBLIC LIBRARY

011900 [Accept and Expend State Grant - Spousal Abuser Prosecution Program]

Resolution authorizing the Department of the District Attorney of the City and County of San Francisco to retroactively accept and expend a grant in the amount of \$120,000 from the California Department of Justice for a program entitled "Spousal Abuser Prosecution Program". (District Attorney)

10/18/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speaker: Teresa Serata, Department of the District Attorney.

RECOMMENDED.. by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

ADJOURNMENT

The meeting adjourned at 10:20 a.m.

CITY AND COUNTY



OF SAN FRANCISCO

DOCUMENTS DEPT.

BOARD OF SUPERVISORS

NOV 19 2001

BUDGET ANALYST

SAN FRANCISCO
PUBLIC LIBRARY

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

November 20, 2001

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: November 20, 2001 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 3 – File 01-1903

Department: Department of Aging and Adult Services (AAS)

Item: Resolution authorizing the Department of Aging and Adult Services to retroactively accept and expend a grant in the amount of \$899,113 from the United States Department of Commerce Technology Opportunities Program to further implement elements of SF-GetCare.

Grant Amount: \$899,113

Grant Period: October 1, 2001 to September 30, 2003 (2 years)
According to Mr. John Clark of the Department of Aging and Adult Services, AAS has not accepted or expended any of the subject grant funds to date.

Source of Funds: U.S. Department of Commerce

Required Match: \$1,303,592 (See Comment No. 1)

Indirect Costs: \$66,601 (eight percent of \$832,512 in direct costs)

Description: According to Mr. Clark, information concerning long-term care for senior citizens in San Francisco is fragmented.

Memo to Economic Vitality, Small Business, and Social Policy Committee
November 20, 2001 Economic Vitality, Small Business, and Social Policy Committee
Meeting

and accessible only through multiple agencies which are located in different areas throughout the City. A previous grant for \$1,711,753 from the California Department of Aging for the 17-month period extending from February 1, 2001 through June 30, 2002 is funding the development of an internet-based information system called SF-GetCare to centralize all information from each of these separate groups into a single, internet-accessible location (File 01-0159). SF-GetCare will allow San Francisco senior citizens, caregivers, non-profit agencies and City departments to have a comprehensive understanding of what resources are available, and will enable them to access those resources from one, easy-to-find location.

The subject grant funds would further implement the SF-GetCare program by (1) translating SF-GetCare's web-based information from English into additional languages including Spanish, Russian, Cantonese and Tagalog (2) increasing the training of elderly and disabled adult consumers, and (3) continuing the high-speed data connections so that users can access the website.

Budget:

A summary budget for the total \$2,202,705 project budget including the subject grant funds of \$899,113 and matching funds of \$1,303,592 are as follows:

	Grant	Matching	Project Total
Personnel	\$158,836	\$245,139	\$403,975
Fringe Benefits	38,614	59,594	98,208
Travel	-	25,000	25,000
Equipment	29,262	-	29,262
Supplies	-	24,000	24,000
Contractual Charges	499,000	676,897	1,175,897
Other Charges	106,800	176,400	283,200
Subtotal (Direct Costs)	<u>\$832,512</u>	<u>\$1,207,030</u>	<u>\$2,039,542</u>
Indirect Charges (8% of direct costs)	66,601	96,562	163,163
Total	<u>\$899,113</u>	<u>\$1,303,592</u>	<u>\$2,202,705</u>

Attachment I provided by the Department provides budget details to support the summary project budget.

Comments:

1. Mr. Clark reports that the grantor requires matching funds of at least 50 percent of the total project costs. The

BOARD OF SUPERVISORS
BUDGET ANALYST

proposed matching funds of \$1,303,592 represent 59 percent of the total \$2,202,705 project cost, 9 percent more than required. Mr. Clark advises that the required matching funds totaling \$1,303,592 are currently included in the Department's FY 2001-02 budget, and are provided as follows: \$920,415 from the California Department of Aging (CDA) Innovative Coordination and Collaborative Partnership and \$383,177 of in-kind contributions. According to Mr. Clark, \$358,677 of the total \$383,177 of in-kind contributions would be General Fund revenues and \$24,500 of the \$383,177 would be matching funds from RTZ Associates.

2. According to Mr. Clark, RTZ Associates was selected through a competitive Request for Proposal process to provide contractual technical services through June 30, 2002 for the SF-GetCare project at an original cost of \$1,293,682. Mr. Clark advises that AAS plans on amending the terms of this existing contract with RTZ Associates to extend the service period for 15 additional months from July 1, 2002 to September 30, 2003, at an additional cost of \$1,100,897. According to Rob Maerz of the City Attorney's Office, this contract extension would not be subject to Board of Supervisors approval because the extended contract period is less than 10 years and under \$10 million according to the guidelines for required approval as set forth in Administrative Code Section 9.118. The subject grant would fund \$424,000 of the new contract cost, and the remaining \$676,897 would be funded with matching funds included in the Department's FY 2001-02 budget. RTZ plans to independently subcontract with Planning for Elders in the Central City (PECC) and Episcopal Services of San Francisco to provide consumer training. In addition, Mr. Clark advises that Dr. Laura Reif of the University of California, San Francisco would be contracted to perform the project evaluation for SF-GetCare on a sole-source basis due to her aging and gerontology expertise. This evaluation is estimated to take approximately 750 hours at \$100 per hour, for a total cost of \$75,000, to be fully funded by the subject grant.

3. According to Mr. Clark, an estimated \$71,800 of the \$106,800 of grant funded "Other Charges" will be ongoing

BOARD OF SUPERVISORS

BUDGET ANALYST

application service provider fees since the grant does not fund these costs after the grant period ends on September 30, 2003. Mr. Clark states that the Department estimates these costs of approximately \$71,800 annually includes \$28,800 in broadband access costs, \$18,000 in web hosting costs, and \$25,000 in maintenance costs. According to Mr. Clark, the maintenance cost will decrease from \$60,000 during the grant period to approximately \$25,000 at the end of the subject grant period because supporting and managing the web based system will be more simplified and routine. According to Mr. Clark, if future grant funds cannot be secured or Departmental savings cannot be identified to provide for the annual costs, the Department anticipates requesting an additional \$46,800 or 65 percent of the estimated \$71,800 annual costs in the FY 2003-04 budget as new Department costs after the subject grant period expires. Mr. Clark advises that, as discussed in greater detail below, the remaining \$25,000 (\$24,659) in annual maintenance costs would be funded by transferring existing work-order budgeted funds.

4. Mr. Clark estimates that once the proposed Internet based information system is complete, ongoing maintenance, which is not included in the subject grant, would require approximately 11.5 hours per week, or approximately 598 hours per year (11.5 hours per week x 52 weeks of required maintenance). Maintenance would consist of updating and maintaining the website, securing the service network, and ensuring the functions of the Internet Service Provider. Mr. Clark estimates the annual maintenance cost of the proposed Internet-based information system to be approximately \$24,659, based on the following existing Information Systems staff at AAS:

Position	Hours	Rate/Hr. ¹	Benefits/Hr. ²	Total
1 FTE 1022 Analyst	299	\$29.78	\$7.44	\$11,129
1 FTE 1023 Senior Analyst	299	36.20	9.05	\$13,530
Total	598			\$24,659

¹ Rates are based on Step 5 salary and benefit costs for the listed position for FY 2001-2002.

² Benefits calculated at 25 percent of salary rate/hr.

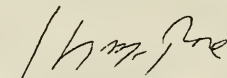
Memo to Economic Vitality, Small Business, and Social Policy Committee
November 20, 2001 Economic Vitality, Small Business, and Social Policy Committee
Meeting

According to Mr. Clark, AAS currently has a work-order budget of \$25,000, which the Department currently uses to work-order technical assistance, general network administration and support for the Department, from the Department of Administrative Services (DAS) Management Information Systems. Mr. Clark further states that, upon completion of the subject project on September 30, 2003, the Department would discontinue its work-order with DAS, and transfer this \$25,000 in annual work-order funds to augment current Department technical staff, or to hire a contractor to provide the 11.5 hours per week of maintenance required for the subject SF-GetCare project. The technical assistance, general network administration and support for the Department would then be provided by two current AAS IS Administrators at no additional cost to the Department. According to Mr. Clark, this \$25,000 of funds should be sufficient for providing ongoing annual maintenance for the proposed project, based on the Department's estimated annual maintenance costs of \$24,659.

5. Attachment II, provided by the Department, is the Grant Information Form, which includes a Disability Access Checklist.

Recommendation:

Since approval of the subject resolution will result in future additional costs of approximately \$46,800 and ongoing costs to the Department of an additional \$24,659 as discussed in Comments Nos. 3 and 4 above, approval of the proposed resolution is a policy decision for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Ben Rosenfield

SF-GetCare

BUDGET NARRATIVE

Date: August 1, 2001

This Budget Narrative describes costs associated with a 24-month project period. Federal Funds will be associated with 24-months beginning 10/1/2001 through 9/30/03.

PERSONNEL

In determining Personnel costs for the project, a 4% cost of living increase has been factored in to determine costs for Year 2. (see Standard Form 424A).

Department Director/PI (Sandra Nathan). Sandra Nathan, Executive Director of the Department of Aging and Adult Services (DAAS) is responsible for the overall administration of SF-GetCare, including accomplishment of project activities and budget administration. Ms. Nathan will work 10% of time (in-kind) for 24 months. Based on the annual salary of \$120,301 the cost to the project will be \$24,542.

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$0	\$24,542	\$24,542

Project Coordinator (Bill Haskell). Bill Haskell will serve as the Project Coordinator and will serve as liaison between: (1) RTZ Associates; (2) the San Francisco DAAS; (3) the San Francisco Department of Public Health; (4) the San Francisco Department of Human Services; (5) the DAAS Living with Dignity Policy Committee; (6) the California Department of Aging; and (7) the California Department of Health Services, Office of Long-Term Care. Mr. Haskell will coordinate all aspects of community planning and implementation of SF-GetCare during the project period and manage the development of the Medicaid waiver effort (See Attachment 3, Activity IV). Mr. Haskell will work 100% time for 24 months. From 10/1/01 to 9/30/02, 75% of these costs will be covered through local matching funds. From 10/01/02 to 9/30/03, 100% of these costs will be covered through Federal funds. Based on the annual salary of \$74,100, the cost to the project will be \$151,164.

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$95,589	\$55,575	\$151,164

Office on Aging Director (Darrick Lam). Mr. Lam, Director of the Office on the Aging (OOA) will work under the general direction of the Executive Director of DAAS to manage and plan for the development of the proposed project. Mr. Lam will work 10% time (in-kind) for 24 months. Based on the annual salary of \$103,942 the cost to the project will be \$21,204.

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$0	\$21,204	\$21,204

Information System (IS) Manager, Office on the Aging (Richard Alcantara). Mr. Alcantara, IS Manager of the OOA, will be the technical liaison between DAAS and the project technical consultant to develop SF-GetCare. He will also be supervising the IS Administrator (see below). Mr. Alcantara will work 25% time (in-kind) for 24 months. Based on the annual salary of \$74,576 the cost to the project will be \$38,034.

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$0	\$38,034	\$38,034

Financial Manager (Larry Ross). Mr. Ross will providing analysis of program costs for the Department of Aging and Adult Services (DAAS). Mr. Ross will work 5% time (in-kind) for 24 months. Based on the annual salary of \$77,551 the cost to the project will be \$7,910.

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$0	\$ 7,910	\$ 7,910

IS Administrators, (Shannon Lin, TBA): The IS Administrators will be responsible for working with the consultant on the creation of the online provider directory component of SF-GetCare, downloading consumer data from DAAS, creation of the county-wide community LTC database, and providing training and support for consumers and providers in using the system. Under the supervision of the IS Manager, the IS Administrators will also perform all aspects of system administration and support of the DAAS Local and Wide-Area networks (LAN/WAN); administer user access to the LAN by adding and/or deleting users; and create departmental groups, print queues, and add/modify login scripts and access rights.

The IS Administrators will also troubleshoot network servers and related equipment to determine the cause of equipment failures and/or application problems as well as provide technical assistance and training to DAAS staff and to an ethnically and culturally diverse pool of DAAS contractors and consumers who may have minimal experience with information system and web-based technology. Both IS Administrators will work 100% time for the first year only. The TBA position will be discontinued for the second year. Based on the annual salary of \$53,000, the cost to the project for Shannon Lin will be \$108,121. The cost to the project for TBA will be \$53,000.

(Shannon Lin)

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$ 49,997	\$ 58,124	\$108,121

(To Be Announced)

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$ 13,250	\$ 39,750	\$ 53,000

Personnel Total:

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$158,836	\$245,139	\$403,975

Total Personnel Costs: \$403,975

FRINGE BENEFITS 10/1-/2001 through 9/31/2003:

Department Director/PI (Sandra Nathan) 24.31% of \$24,542 for \$5,966

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$ 5,966	\$ 5,966

Project Coordinator (Bill Haskell) 24.31% of \$151,164 for \$36,748

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$ 23,238	\$ 13,510	\$ 36,748

Office on Aging Director (Darrick Lam) 24.31% of \$21,204 for \$5,155

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$ 5,155	\$ 5,155

Information System (IS) Manager, Office on the Aging (Richard Alcantara) 24.31% of \$38,034 for \$9,246

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$ 9,246	\$ 9,246

Financial Manager (Larry Ross) 24.31% of \$ 7,910 for \$1,923

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$ 1,923	\$ 1,923

IS Administrator (Shannon Lin) 24.31% of \$108,121 for \$26,285

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$12,154	\$14,131	\$26,285

IS Administrator (TBA) 24.31% of \$53,000 for \$12,885

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$ 3,222	\$ 9,663	\$12,885

Fringe Benefits Totals:

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$38,614	\$59,594	\$98,208

Total Fringe Benefits: \$ 98,208

TRAVEL

Travel costs will include travel for federal and state conferences and meetings. In the last year, travel costs will include national dissemination of project findings. Travel costs will be covered in-kind by the lead agency and contracting agencies.

FEDERAL CONFERENCES AND MEETINGS:**National Family Caregiver Conference (December 3 - 5, 2001)**

Travel for two persons to attend the National Family Caregiver Conference from December 3 to 5, 2001, in Washington, D.C.

For one person:

• Round trip airfare between San Francisco and Washington, D.C.	400
• Lodging for three nights for three persons (\$250 per person per day)	750
• Meals for three days for three persons (\$45 per person per day)	135
• <u>Misc. ground travel, taxi and parking</u>	<u>50</u>
Subtotal	\$1,335

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$1,335	\$1,335

TOP Grantees Workshop (December 5, 2001)**Networks for People Conference (December 6 - 7, 2001)**

Travel for two persons to attend the TOP Grantees Workshop and Orientation for FY 2001 in Washington, D.C., on December 5, 2001; and (2) the Networks for People Conference in Washington, D.C., on December 6 and 7, 2001.

For two persons:

• Round trip airfare between San Francisco and Washington, D.C. -	800
• Lodging for three nights for two persons (\$250 per person per day) -	1,500
• Meals for three days for two persons (\$45 per person per day) -	270
• <u>Misc. ground travel, taxi and parking -</u>	<u>50</u>
Subtotal	\$2,620

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$2,620	\$2,620

National Council on Aging & American Society on Aging Conference (April 4 - 7, 2002)

Travel for three persons to attend the National Council on Aging & American Society on Aging Conference from April 4 to April 7, 2002 in Denver, Colorado.

For three persons:

• Round trip airfare between San Francisco and Denver, Colorado -	1,200
• Lodging for three nights for three persons (\$200 per person per day) -	1,800
• Meals for three days for three persons (\$45 per person per day) -	405
• <u>Misc. ground travel, taxi and parking -</u>	<u>50</u>
Subtotal	\$3,455

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$3,455	\$3,455

Meetings with Centers for Medicare and Medicaid Services (May 4 – 5, 2002)

Travel for three persons to attend a meeting with Centers for Medicare and Medicaid Services (CMS) to explore the feasibility of obtaining federal Medicaid waivers to support home and community-based services, on May 4 and 5, 2002 in Baltimore, Maryland.

For three persons:

• Round trip airfare between San Francisco and Baltimore, Maryland	1,200
• Lodging for three nights for three persons (\$250 per person per day)	2,250
• Meals for three days for three persons (\$45 per person per day)	405
• Misc. ground travel, taxi and parking	50

Subtotal	\$3,905
----------	---------

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$3,905	\$3,905

National Association of Area Agencies on the Aging (July 8 - 10, 2002)

Travel for two persons to attend the National Association of Area Agencies on the Aging Conference from July 7 - 10, 2002 in Washington, D.C.

For three persons:

• Round trip airfare between San Francisco and Baltimore, Maryland	1,200
• Lodging for three nights for three persons (\$250 per person per day)	2,250
• Meals for three days for three persons (\$45 per person per day)	405
• Misc. ground travel, taxi and parking	50

Subtotal	\$3,905
----------	---------

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$3,905	\$3,905

National Council on Aging & American Society on Aging Conference (April 4 – 7, 2003)

Travel for three persons to attend the National Council on Aging & American Society on Aging Conference from April 4 to April 7, 2003 in Denver, Colorado.

For three persons:

• Round trip airfare between San Francisco and Denver, Colorado -	1,200
• Lodging for three nights for three persons (\$200 per person per day) -	1,800
• Meals for three days for three persons (\$45 per person per day) -	405
• Misc. ground travel, taxi and parking -	50

Subtotal	\$3,455
----------	---------

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$3,455	\$3,455

STATE CONFERENCES AND MEETINGS:

State Department of Aging – meetings and presentations - Sacramento
 State Department of Health Services – meetings and presentations - Sacramento
 Long-Term Care Council meetings – meetings and presentations – Sacramento

For two DAAS staff at 6 trips a year, or 12 trips over the project period:

• Meals for two persons (12 trips) @ \$18 per person per day	432
• Mileage at 180 miles @ \$.32 per mile (12 trips) @ \$115 per trip w/2 cars	1,382
• Misc, ground travel, tolls (\$96) and parking (\$280) - (12 trips)	384
Subtotal	\$2,198

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$2,198	\$2,198

State Department of Aging – meetings and presentations - Sacramento
 State Department of Health Services – meetings and presentations - Sacramento
 Long-Term Care Council meetings – meetings and presentations – Sacramento

For two RTZ Associates staff at 6 trips a year, or 12 trips over the project period:

• Meals for two persons (12 trips) @ \$18 per person per day	432
• Mileage at 180 miles @ \$.32 per mile (12 trips) @ \$115 per trip w/2 cars	1,382
• Misc, ground travel, tolls (\$96) and parking (\$280) - (12 trips)	384
Subtotal	\$2,198

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$2,198	\$2,198

LOCAL SAN FRANCISCO TRAVEL FOR COMMITTEE MEETINGS AND TRAININGS

For RTZ Associates staff to travel from Oakland to San Francisco to meet with: (1) DAAS; (2) the SF-GetCare Provider Advisory Committee; (3) the SF-GetCare Consumer Advisory Committee; (4) Planning for Elders in the Central City; and (5) Episcopal Community Services, at an average of 6 trips a month, or 144 trips over the two-year project period:

• Mileage at 20 miles @ \$.32 per mile (144 trips)	921
• Bridge Tolls (\$2 * 144 = 288) and parking (\$5 * 144 = 720)	1,008
Subtotal	\$1,929

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$1,929	\$1,929

Travel Total:

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$25,000	\$25,000

Total Travel Costs: \$25,000

EQUIPMENT

Computers and Networks: Additional computers and networking equipment will be provided to 16 of the 30 agencies serving as consumer web access sites, to enable them to provide the service. The project will provide six new computer systems. The computers will include at a minimum a Pentium III processor with 128 Megabytes of RAM, 20 gigabyte hard drives, CDRW, network card, printer and 17" monitor. Cost of each of the 6 system including installation is \$1500, or \$9000 total. An additional 10 machines will be refitted with additional memory, larger hard disk drives, network cards and switches at an average cost of \$300 per machine for a total of \$3000.

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$12,000	\$ 0	\$ 12,000

Total Computer and Networks: \$12,000

Laptop Computers: Nine laptop computers will be purchased for the project. These laptops will be available for consumer training to supplement the 30 broadband access points in the community and will be equipped with wireless modems to accommodate access to the SF-GetCare system. Laptops will have Pentium III processors, 128 Megabytes of RAM, active matrix screens, CD, and modems. The cost of the laptops is \$1,918 each or \$17,262 for the nine units.

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$ 17,262	\$0	\$ 17,262

Total Laptops: \$ 17,262

Equipment Totals (Computers, Networks and Laptops):

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$ 29,262	\$ 0	\$ 29,262

Total Equipment: \$ 29,262

SUPPLIES

Supplies, including printing, copying, postage, electronic media CDs and disks and office materials will be provided in-kind by the lead department and the primary project technical consultant. The cost of printing, postage and supplies is \$1,000 per month for 24 months, or \$24,000 total.

<u>Total Federal Funds:</u>	<u>Total Matching Funds:</u>	<u>Project Total:</u>
\$0	\$ 24,000	\$ 24,000

Total Supplies: \$ 24,000

CONTRACTUAL

RTZ Associates will serve as the primary project technical consultant. RTZ Associates is an information technology firm with a background in program-based, policy-oriented research and consulting exclusively for the community-based long-term care industry. RTZ Associates is a graduate of the Communications Technology Cluster in Oakland, California, providing the team access to leading information and Internet technology.

RTZ Associates brings together experts in information systems, service financing, research and clinical services. The firm has over 25 years of experience in planning, designing, building and evaluating integrated information systems for the financing and delivery of health services to aged and disabled adults. RTZ Associates has worked closely with San Francisco County and its providers in its effort to integrate its system of community-based long-term care. The system to be built and implemented under this project, SF-GetCare, will be based on previously developed and tested RTZ Associates tools and products, including GetCare.com, a national long-term care web site and CADCare®, an integrated software program for Adult Day Programs, currently in use by over 200 programs nationally, including all health model Adult Day Programs in San Francisco County.

RTZ Associates will provide the following technical services throughout the course of this project:

Project Planning and Management: Project planning and management services will include program design, information needs analysis, system specification, coordination and management of research, database programming web development activities. These services will also include regular meetings with consumers and providers and ongoing communications with the lead agency, DAAS, to ensure that their needs and project goals are being addressed throughout the system development process. Approximately 1,512 hours, at a fully loaded weighted average of \$110 per hour will be required for project planning and management services. Total cost: \$166,313.

Federal Funds:
\$ 42,000

Matching Funds:
\$ 124,313

Project Total:
\$166,313

Total Planning & Management: \$166,313

Data Analysis and Research: Data analysis and research services will be included in every key activity of the project. Research staff will be involved in the development of all data tools and systems to ensure that high quality, meaningful data are captured. A major focus of research staff will be on the development and study of the county-wide CLTC database described in key activities III and IV (Attachment 3 – Project Key Activities in Application). Data analysis and research services include analysis of the final database to study consumer characteristics, services and costs and to evaluate the feasibility of Medicaid waivers as a financing option. Approximately 1,261 hours, at a fully loaded weighted average of \$100 per hour will be required for these services. Total cost: \$126,125.

Federal Funds:
\$ 24,000

Matching Funds:
\$102,125

Project Total:
\$126,125

Total Data Analysis & Research: \$126,125

Programming: Programming services will be required throughout the different phases of the project. The majority of programming services will involve the development of the CARE tool and the online multi-agency case management system components of SF-GetCare. Programming staff will participate in system development, and are responsible for programming, testing and documenting the system. Approximately 3,325 hours, at a fully loaded weighted average of \$100 per hour will be required for programming services. Total cost: \$332,469.

Federal Funds:
\$102,000

Matching Funds:
\$230,469

Project Total:
\$332,469

Total Programming: \$332,469

Web Design and Development: Web design and development services will include the layout, design and graphics of the SF-GetCare web site. Services will also include web-based programming in the implementation of the site design using Cold fusion, Java, Microsoft-SQL, HTML and XML. Web development will emphasize a user-friendly application and data security. Translation services will be provided for access in multiple languages. Sophisticated security measures such as fire walls, multi-tiered access controls, and encryption technology will be incorporated to protect confidentiality of client data. Approximately 1,779 hours, at a fully-loaded weighted average of \$100 per hour will be required for programming services. Total cost: \$179,990.

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$ 72,000	\$107,990	\$179,990

Total Web Design and Development: \$179,990

Provider Training and Support: Project management, programming, and support staff will participate in the development of curriculum, will conduct community-wide provider training sessions and will train consumers working as mentors and trainers. Approximately 1,200 hours, at a fully loaded weighted average of \$100 per hour will be required for these training and support services. Total cost: \$120,000.

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$ 48,000	\$ 72,000	\$120,000

Total Provider Training and Support: \$120,000

Consumer Training and Support: The project will sub-contract with two community groups, Planning for Elders in the Central City (PECC) and Episcopal Services of San Francisco, to provide consumer training and mentoring in the use of the SF-GetCare system. These agencies currently serve as resources to the elderly and younger disabled, and provide computer training to these communities.

These groups will incorporate SF-GetCare tools and systems into their existing training programs. In addition, consumers opting to train as mentors will serve as a resource in helping other consumers access the system at the community access locations. Consumer mentors will be provided \$7/hour for mentor services for approximately 6,286 hours, for a total of \$44,000. Training stipends for each consumer will be \$30/person for approximately 1,400 consumers, for a total of \$42,000. An additional \$30,000 (400 hrs @\$75/Hr) will be provided for Planning and Coordination services and \$60,000 (800 hrs @\$75/Hr) for Materials Development to PECC and other consumer advocacy organizations. Total training and support costs: \$176,000.

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$136,000	\$ 40,000	\$176,000

Total Consumer Training and Support: \$176,000

Independent Evaluation Contract: An independent project evaluation will be led by Dr. Laura Reif of the University of California, San Francisco, School of Nursing. \$30,000 in Federal Funds are requested for the first year of federal funding, which will be allotted for setting up data collection tools and procedures for evaluation and holding initial meetings with consumers and providers for qualitative analysis.

For the 2nd project year, \$45,000 in Federal Funds are requested for additional meetings for consumers and providers, the analyses of equity and reduced institutionalization, and final report preparation. Approximately 750 hours, at \$100 per hour will be required for evaluation. Total cost: \$75,000.

Federal Funds:

\$ 75,000

Matching Funds:

\$0

Project Total:

\$ 75,000

Total Evaluation: \$ 75,000

Contractual Charges Total

Total Federal Funds:

\$499,000

Total Matching Funds:

\$676,897

Project Total:

\$1,175,897

Total Combined Contractual Charges: \$1,175,897

OTHER

Broad Band Access: Broad-band access, in the form of DSL lines, will be provided to each of the new 30 points of access in the community to be provided during this project. Federal funds will cover 15 of these sites for a period of 24 months. Matching Funds will cover the remaining 15 sites for a period of 12 months. Broad-band access will be provided at a cost of \$80/month throughout the project.

Federal Funds:

\$ 28,800

Matching Funds:

\$ 14,400

Project Total:

\$ 43,200

Total Broad Band Access: \$ 43,200

Web Site Operation and Management: This project uses three inter-related web-based information systems: 1) GetCare – a service listing and provider referral system; 2) the CARE Tool – a web based system for recording and reporting consumer characteristics and service information; and 3) the Care Manager – a web-based system for coordinating services across agencies. The cost for accessing, managing and supporting these interrelated systems is \$8,000 per month for 24 months. (This is a monthly fee to operate these 3 systems, and is not a time-based reimbursement.) This fee includes the operation of a 3-person help desk with phone and e-mail support, & maintenance of on-line help files.

Federal Funds:

\$ 60,000

Matching Funds:

\$132,000

Project Total:

\$192,000

Total Web Site Operation and Management: \$192,000

Web Hosting Services: Web hosting fees include the cost of hosting, managing, and maintaining multiple secure web server systems at multiple locations with high speed Internet connection via redundant high-speed T3 lines. Cost of web hosting services is \$2,000 per month for 24 months.

Federal Funds:

\$ 18,000

Matching Funds:

\$ 30,000

Project Total:

\$ 48,000

Total Web Hosting Services: \$ 48,000

Other Charges Total:

Total Federal Funds:

\$106,800

Total Matching Funds:

\$176,400

Project Total:

\$283,200

Total Other Charges: \$283,200

INDIRECT CHARGES

San Francisco County has an established indirect rate of 8% for all Older Americans Act grant projects. Because this TOP project is intended to serve older adults, DAAS has calculated an 8% rate for indirect charges in this budget. DAAS was a newly formed County department in July 2000. Consequently, there was no established indirect rate for DAAS at that time. However, the Office on the Aging, a previously existing County department (now a division of DAAS), has an indirect rate of between 12% and 14%. A copy of the indirect rate agreement negotiated with the DAAS Office on the Aging is attached.

<u>Federal Funds:</u>	<u>Matching Funds:</u>	<u>Project Total:</u>
\$ 66,601	\$ 96,562	\$163,163
Total Indirect Charges:		\$163,163

STATEMENT OF MATCHING FUNDS

Federal funding for the proposed grant, in the amount of \$899,113, represents 41% of the total direct costs of the two year project budget. Matching funds, in the amount of \$1,303,592, represents 59% (including the 42% in California State Grant Funds and the 17% in in-kind funds from San Francisco County and RTZ Associates, its technical consultant on this project, shown below):

A breakdown of funding sources is as follows:

Federal Funds

♦ Federal Funds (TOP Grant): \$ 899,113 (41%)

Matching Funds

♦ California State Grant Funds: \$ 920,415 (42%)

♦ In-kind* from: (1) San Francisco County; and (2) RTZ Associates, project technical consultant: \$ 383,177 (17%)

Total Project Costs: \$2,202,705 (100%)

* In-kind consists of funds expended by San Francisco County and RTZ Associates on a portion of: (1) personnel; (2) fringe benefits; (3) travel; (4) supplies; (5) contractual services; and (6) other services that include web-site operation and management, and web-hosting fees.

A breakdown of matching costs for major budget categories are as follows:

Matching Costs

Personnel: \$ 245,139
 Fringe Benefits: \$ 59,594
 Travel: \$ 25,000
 Equipment: \$ 0
 Supplies: \$ 24,000
 Contractual: \$ 676,897
 Other: \$ 176,400
 Indirect \$ 96,562

Total Matching Costs: \$1,303,592 (59%)

State grant funds and in-kind funds will be available at the time of award.

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Technology Opportunities Program
2. Department: Aging and Adult Services (26)
3. Contact Person: John Clark Telephone: 503-2123
4. Grant Approval Status (check one):

☒ [XX] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$899,113

6a. Matching Funds Required: \$1,303,592

b. Source(s) of matching funds (if applicable): The match for this grant is fully provided by California Department of Aging Innovative Coordination and Collaborative Partnership Grant already received by the department.

- 7a. Grant Source Agency: U.S. Department of Commerce
- b. Grant Pass-Through Agency (if applicable): N/A

8. Proposed Grant Project Summary:

This grant will allow for the further implementation of SF-GetCare, a project begun under the aforementioned state grant. Specifically, this grant will allow for the translation of SF-GetCare's web-based information into additional languages such as Russian, Chinese and Tagalog; increased training of consumers; and the continued provision of high-speed data connections so users can access the website.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 10-1-01

End-Date: 9-30-03

10. Number of new positions created and funded: None

11. If new positions are created, explain the disposition of employees once the grant ends? N/A

12a. Amount budgeted for contractual services: \$803,250

b. Will contractual services be put out to bid? The department anticipates amending contracts already in place.

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? N/A

13a. Does the budget include indirect costs? ☒ Yes ☐ No

b1. If yes, how much? \$66,601

b2. How was the amount calculated? At the standard 8% of direct costs.

c. If no, why are indirect costs not included? N/A

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments:

None.

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

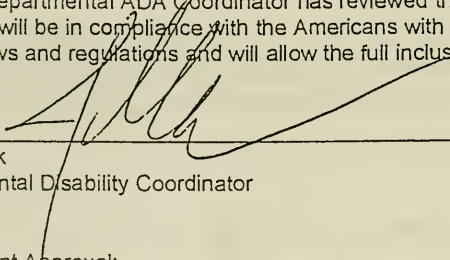
☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)


☐ New Structure(s)

16. The Departmental ADA Coordinator has reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities.


John Clark
Departmental Disability Coordinator

Date Reviewed: 10-12-01

Department Approval:


Sandra Y. Nathan, PhD
Executive Director, Aging and Adult Services



City and County of San Francisco

Meeting Minutes

Economic Vitality, Small Business and Social Policy
Committee

94102-4689

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie Maxwell

Clerk: Deborah Muccino

Tuesday, November 20, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom.

Members Absent: Sophie Maxwell.

DOCUMENTS DEPT.

NOV 26 2001

MEETING CONVENED

SAN FRANCISCO
PUBLIC LIBRARY

The meeting convened at 10:03 a.m.

011786 [Liquor License Transfer, 473 Broadway]

Hearing to consider that the transfer of a Type 47 on-sale general eating place liquor license from 1024 Kearny Street to Maximum Productions, Inc. dba "Hi Ball Lounge" located at 473 Broadway (District 3), and at the same time exchange said Type 47 license to Type 48 on-sale general public premises license, will serve the convenience of the people of the City and County of San Francisco.

10/4/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speaker: Dave Falzon, Inspector, San Francisco Police Department.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST.

Resolution determining that the transfer of a Type 47 on-sale general eating place liquor license from 1024 Kearny Street to Maximum Productions, Inc. dba "Hi Ball Lounge" located at 473 Broadway (District 3), and at the same time exchange said Type 47 license to Type 48 on-sale general public premises license, will serve the convenience of the people of the City and County of San Francisco.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011886 [Liquor License Transfer, 1854 Divisadero Street]

Hearing to consider that the transfer of a Type 47 on-sale general eating place liquor license from 900 Bush Street C 101, to Paul B. Owens dba "The Fish Bowl" located at 1854 Divisadero (District 5), and at the same time exchange said Type 47 license to Type 48 on-sale general public premises license, will serve the convenience of the people of the City and County of San Francisco.

10/15/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Dave Falzon, Inspector, San Francisco Police Department; Paul Owens, applicant.

FILED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011903 [Accept and Expend Federal Technology Grant]**Supervisor Sandoval**

Resolution authorizing the Department of Aging and Adult Services to retroactively accept and expend a grant in the amount of \$899,113 from the United States Department of Commerce Technology Opportunities Program to further implement elements of SF-GetCare. (Adult and Aging Services)

10/23/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee. Deputy Clerk scheduled this item for the November 20, 2001 meeting.

Heard in Committee. Speakers: John Clark, Deputy Executive Director, Department of Aging and Adult Services; Bill Haskell, Project Coordinator, Department of Aging and Adult Services; Chester Williams Jr., Western Addition Community Program.

RECOMMENDED.. by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011922 [Airport Working Conditions]**Supervisor Sandoval**

Hearing to examine the working conditions for employees at San Francisco International Airport and to discuss the possible federalization of airport security positions as a result of the September 11th attacks.

10/22/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Head in Committee. Speakers: John Martin, Airport Director; Dale Butler, SEIU Local 790; Erlinda Valencia, employee, Globe Security; Vicente Crisologo, employee, ITS; John Martin, Union Representative, Local 340 Hotel Restaurant and Employee Union; Romulo Raval, employee, Argenbright Security; Daz Lamparus, Union Representative, SEIU Local 790; Peter Hall on behalf of Michael Reich, Study Director, U.C. Berkeley; Luisa Blue, Asian Pacific American Labor Alliance; Don Barker, SFO Organizing Project AFL-CIO.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

011987 [MUNI's CNG Bus Pilot Project]**Supervisor Sandoval**

Hearing on the preliminary update on MUNI's Compressed National Gas (CNG) bus pilot project.

10/29/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Speakers: None. Continued to December 4, 2001.

CONTINUED by the following vote:

Ayes: 2 - Sandoval, Newsom

Absent: 1 - Maxwell

ADJOURNMENT

The meeting adjourned at 11:56 a.m.



City and County of San Francisco
Meeting Minutes
Economic Vitality, Small Business and Social Policy
Committee

Supervisors: Gerardo Sandoval, Gavin Newsom and Sophie Maxwell

Clerk: Deborah Muccino

Tuesday, November 06, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Sophie Maxwell.

MEETING CONVENED

The meeting convened at 10:03 a.m. Supervisor Newsom was noted present at 10:10 a.m.

011736 [Accept-Expend Federal Grant]

Supervisor Sandoval

Resolution authorizing the Sheriff's Department to accept and expend a grant in the amount of \$25,818 for the year 2000 and \$15,318 for the year 2001 from the U.S. Department of Justice under the Bulletproof Vest Partnership Act to equip law enforcement officers in the Sheriff's Department and the Office of the District Attorney with armor vests. (Sheriff)

9/28/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

10/16/01, CONTINUED TO CALL OF THE CHAIR. Speakers: None.

Heard in Committee. Speaker: Jean Mariani, Sheriff's Department.

RECOMMENDED.. by the following vote:

Ayes: 2 - Sandoval, Maxwell

Absent: 1 - Newsom

011849 [Street Artists - Temporary Spaces]

Supervisor Ammiano

Resolution designating temporary selling spaces in the Downtown area and at Harvey Milk Plaza for street artists certified by the Arts Commission, City and County of San Francisco, for the winter holiday season, 2001, beginning on November 15, 2001 and ending on January 15, 2002.

10/15/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speaker: Howard Lazar, Street Artists Program Director, San Francisco Arts Commission.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

DOCUMENTS DEPT

NOV - 8 2001

SAN FRANCISCO
PUBLIC LIBRARY

011900 [Accept and Expend State Grant - Spousal Abuser Prosecution Program]

Resolution authorizing the Department of the District Attorney of the City and County of San Francisco to retroactively accept and expend a grant in the amount of \$120,000 from the California Department of Justice for a program entitled "Spousal Abuser Prosecution Program". (District Attorney)

10/18/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speaker: Teresa Serata, Department of the District Attorney.

RECOMMENDED.. by the following vote:

Ayes: 3 - Sandoval, Newsom, Maxwell

ADJOURNMENT

The meeting adjourned at 10:20 a.m.

0.239

4/01

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

November 29, 2001

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: December 4, 2001 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 3 - File 01-1952

Department: District Attorney

Item: Resolution retroactively authorizing the Office of the District Attorney to contract for, accept and expend \$128,567 allocated from the California State Board of Control Victims of Crime and Restitution Program, for the "Criminal Restitution Compact" project for the period of July 1, 2001 through June 30, 2002.

Grant Amount: \$128,567

Grant Period: July 1, 2001 through June 30, 2002 (One Year, See Comment No. 2)

Source of Funds: California State Board of Control, Victims of Crime and Restitution Program

Required Match: None required.

DOCUMENTS DEPT.

DEC - 3 2001

SAN FRANCISCO
PUBLIC LIBRARY

BOARD OF SUPERVISORS
BUDGET ANALYST

Indirect Costs: The District Attorney requests that indirect costs be waived to maximize use of available grant funds on direct services.

Description: The proposed "Criminal Restitution Compact" project would be an agreement between the State Board of Control and the District Attorney's Office to continue grant funding for the California Victims of Crime and Restitution Program in the City and County of San Francisco. The California Victims of Crime and Restitution Program assists victims and their family members in receiving assistance for financial losses incurred as a direct result of a crime committed against them. Victims and their family members are eligible to receive reimbursement for financial losses, such as medical and dental expenses, mental health counseling, lost income, funeral and burial expenses, relocation expenses and job retraining. Reimbursement expenses for the victims and their families is supported by State criminal fines and penalties.

The subject grant funds two FTE positions, one Criminal Restitution Specialist and one Senior Clerk Typist, and the related costs for processing claims of victims and their family members. According to Ms. Teresa Serata of the District Attorney's Office, the Criminal Restitution Specialist would ensure that a restitution order and a restitution fine is imposed on each convicted offender whose victim or victim's family member filed a claim for compensation of unreimbursed financial losses with the State Board of Control's Victims of Crime and Restitution Program. The Senior Clerk Typist would support the Criminal Restitution Specialist to expedite the processing of the restitution claims.

Budget: Attachment I, provided by the District Attorney's Office, contains the budget details for this \$128,567 grant budget.

Comments: 1. Ms. Serata reports that this is the third year the District Attorney has received the subject grant. Ms. Serata further reports that in previous years, the subject grant has only provided funding for 1.0 FTE 8132 Criminal Restitution Specialist. However, the current

subject grant award also provides funding for 1.0 FTE 1426 Senior Clerk Typist to support the Criminal Restitution Specialist. Because the District Attorney's Office was not notified that funding for the Senior Clerk Typist position was available until the award letter was received in September of 2001, Ms. Serata advises that the District Attorney's FY 2001-2002 approved budget only included the subject grant funding for the 1.0 FTE 8132 Criminal Restitution Specialist and did not include funding for the 1.0 FTE 1426 Senior Clerk Typist.

Ms. Serata advises that the 1.0 FTE 8132 Criminal Restitution Specialist is coded "G" in the District Attorney's approved FY 2001-2002 budget to indicate that it is a grant-funded position that would terminate when the subject grant expires. Ms. Serata further advises that the 1.0 FTE 1426 Senior Clerk Typist would be coded "G" when the resolution is approved and the position is created. The proposed resolution, however, does not explicitly state that this position should be "G" coded. Therefore, the proposed resolution should be amended to urge the Controller to designate the 1426 Senior Clerk Typist position as a "G" coded, or a grant-funded position that would terminate when the subject grant expires.

2. The subject grant period began on July 1, 2001, and the proposed resolution provides for retroactive approval and expenditure of the subject grant. According to Ms. Serata, the proposed resolution is only now coming before the Board of Supervisors, over five months after the grant period began, because of delays at the State level. Ms. Serata reports that a new Director of the California Victim Compensation and Government Claims Board reorganized the Board and reviewed all requests for funding, which delayed the District Attorney's Office from receiving the subject award letter until September of 2001. Ms. Serata further reports that internal delays at the District Attorney's Office further prolonged the District Attorney from seeking approval from the Board of Supervisors. According to Ms. Serata, to date, the District Attorney's Office has incurred approximately \$24,000 in costs to fund the 1.0 FTE 8132 Criminal Restitution Specialist position. As noted above, this position is

included in the District Attorney's approved FY 2001-2002 budget.

3. Attachment II is the Grant Information Form, provided by Ms. Serata, which includes the Disability Access Checklist.

Recommendations:

1. In accordance with Comment No. 1, amend the proposed resolution to urge the Controller to designate the 1426 Senior Clerk Typist position funded under the subject grant as "G" coded, or a grant-funded position that would terminate when the subject grant expires.
2. Approve the proposed resolution, as amended.

BUDGET WORKSHEET

San Francisco District Attorney

2001/2002 Budget

SALARIES AND WAGES

Position/class	Salary	FTE		TOTAL
1426 (Step 3)	41,130	1.0	41,130	
8132 (Step 3, 4)	48,371	1.0	48,371	\$ 89,501

BENEFITS

Rate (per FTE)	FTE		
15.25% + \$7027	2.0	27,704	\$ 27,704

OPERATING AND OVERHEAD EXPENSES

Telephone, FAX, Computer Line			
\$400/month x 12 months		4,800	
Training	Est. Conference fee & mileage \$.325/mile x4x200miles(round)	260	
Travel	Hotel: Gov't rate for Sacramento x 4 trips:		
	\$79(+tax) x 4	354	
	Meals & Incidentals: lunch @\$37 per day x 4:	148	502
Office Supplies	\$1450/year		1,450
Equipment	\$3000 - Computer for new Clerk-Typist		3,000
Miscellaneous -			
	Postage		150
	Printing & Photocopying 1,200/year		1,200
	Total Operating Expenses		11,362

TOTAL BUDGET

\$ 128,567

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: District Attorney's Contract - Criminal Restitution Compact

2. Department: District Attorney

3. Contact Person: Teresa Serata Telephone: 553-1895

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$ 128,567.00

6a. Matching Funds Required: \$ n/a

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Board of Control

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary:

The California Victims of Crime Program (VOCP) was statutorily created to assist eligible victims of crimes and eligible family members by providing financial assistance for eligible pecuniary losses incurred as a direct result of crimes committed against them (Government Code 13959 et al.). Eligible pecuniary losses may include medical, mental health and funeral/burial expenses as well as income and/or support losses. The primary source of revenue for the program is derived from the imposition and collection of penalty assessments and restitution fines levied against convicted offenders. The intent of this contract is to ensure that appropriate diversion restitution fee is in place for all diverted offenders.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: July 1, 2001

End-Date: June 30, 2002

10. Number of new positions created and funded: 1 FTE

11. If new positions are created, explain the disposition of employees once the grant ends?
Positions will be deleted.

12a. Amount budgeted for contractual services: n/a

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

13a. Does the budget include indirect costs? ☐ Yes ☒ No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ Other (please explain):

☒ To maximize use of grant funds on direct services

14. Any other significant grant requirements or comments:

Grantee must be designated by the Board of supervisors as the agency delivery comprehensive services to crime victims. Legislatively mandated services are described in Government Code 13959 et seq.

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☐ Existing Structure(s)

☐ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

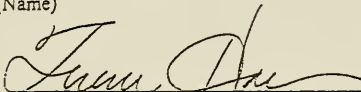
Comments:

Departmental or Mayor's Office of Disability Reviewer: _____
(Name)

Date Reviewed: _____

Department Approval: Terence Hallinan
(Name)

District Attorney
(Title)


Signature

Item 4 – File 01-2078

Department: Sheriff's Department

Item: Resolution authorizing the Sheriff's Department to accept and expend a grant in the amount of \$34,857 from the U.S. Department of Health and Human Services for providing a public information community awareness campaign for the prevention of family violence.

Grant Amount: \$34,857

Grant Period: September 30, 2001 through September 29, 2002 (One year, See Comment No. 3)

Source of Funds: U.S. Department of Health and Human Services

Required Match: None required (See Comment No. 2)

Indirect Costs: The Sheriff's Department requests that indirect costs be waived to maximize use of available grant funds on direct services.

Description: The Sheriff's Department, in collaboration with a coalition of community-based organizations, developed the Resolve to Stop the Violence Project (RSVP) to bring together persons harmed by violence, including victims, communities and offenders. The subject grant would fund RSVP's Public Information Community Awareness Campaign, a coordinated, multi-media effort that seeks to educate the community about family violence, raise public awareness and provide information for women and their families about resources available to victims of family violence.

According to Ms. Leslie Levitas of the Sheriff's Department, the proposed Campaign would reach residents throughout the City, with a specific emphasis on three target populations with high incidences of family violence: 1) residents of the Bay View Hunter's Point District; 2) residents of the Mission District; and 3) both women incarcerated at the San Francisco County Jail and girls in the City's Juvenile Detention system. RSVP staff would hold public events and community forums, as well

Memo to Economic Vitality, Small Business and Social Policy Committee
December 4, 2001 Economic Vitality, Small Business and Social Policy Meeting

as recruit survivors of violence to make presentations in the Bayview Hunter's Point and Mission District communities and at the County jails and at Juvenile Hall. Community resource guides for those affected by family violence, educational posters, brochures and public service announcements would also be created in both English and Spanish.

Budget: The proposed budget is as follows:

Grant Funds

Supplies	\$1,000
Production of Outreach Materials	16,357
Contract with Community Works	<u>17,500</u>
Total Grant Funds	\$34,857

<u>Additional Funds provided by Community Works</u>	<u>27,100</u>
Total Program Budget	\$61,957

Comments:

1. The above budget allocates \$17,500 of the proposed grant funding for a contract, with the non-profit organization, Community Works. Ms. Levitas advises that this contract is being awarded on a sole source basis because Community Works is collaborating with the Sheriff's Department on the proposed Campaign and Community Works has expertise in conducting public information campaigns with violence prevention themes. Ms. Levitas further reports that Community Works would provide information on community resources available to survivors of violence; design and coordinate production of all printed Campaign materials and public service announcements; distribute educational materials at public events; coordinate presentations on family violence in the community, at the County jails, and at Juvenile Hall.

2. Although the subject grant does not require matching funds, Ms. Levitas reports that, as shown in the budget above, the non-profit agency Community Works that would collaborate with the Sheriff's Department on the proposed Campaign has budgeted \$27,100 of grant funding it has received from the California Arts Commission (\$5,000), the San Francisco Arts Commission (\$1,000) and the Sam and Mary Mills Foundation

BOARD OF SUPERVISORS
BUDGET ANALYST

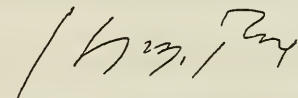
Memo to Economic Vitality, Small Business and Social Policy Committee
December 4, 2001 Economic Vitality, Small Business and Social Policy Meeting

(\$21,100) to supplement the \$34,857 of Federal grant funds, for a total program budget of \$61,957 to allow the Campaign to reach more members of the community. Ms. Levitas reports that the \$27,100 of funding provided through Community Works would include \$50 stipends for each of 52 survivors of violence, for a total of \$2,600 of the \$27,100 of funding, who would make presentations on family violence in the community, at the County jails, and at Juvenile Hall.

3. Ms. Levitas reports that the subject grant period was to begin on September 30, 2001. Ms. Levitas advises, however, that the proposed resolution is coming before the Board of Supervisors only now, over two months after the subject grant period was to begin because the Sheriff's Department did not receive the award letter until the end of September of 2001. Administrative delays at the Department further delayed submittal of the proposed resolution to the Board of Supervisors. Ms. Levitas reports that, to date, the Sheriff's Department has not accepted or expended the requested grant funds.

4. The Attachment to this report is the Grant Information Form, provided by Ms. Levitas, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.


Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Maxwell
Clerk of the Board
Controller
Ben Rosenfield

File Number: _____
(Provided by Clerk of Board of Supervisors)

REVISED

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Public Information Community Awareness Campaign for The Prevention of Family Violence**

2. Department: **Sheriff's Department**

3. Contact Person: **Leslie Levitas** Telephone: **(415) 554-7010**

4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved: **\$ 34,857**

6a. Matching Funds Required: **\$ 27,100**

b. Source(s) of matching funds (if applicable): **The matching non-federal funds are currently in the budget of contractor Community Works (from a variety of sources).**

7a. Grant Source Agency: **U.S. Department of Health and Human Services**

b. Grant Pass-Through Agency (if applicable): **n/a**

8. Proposed Grant Project Summary:

This program is designed to promote community awareness of family violence and provide the public with information and resources for prevention.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **September 30, 2001**

End-Date: **September 29, 2002**

10. Number of new positions created and funded: **0**

11. If new positions are created, explain the disposition of employees once the grant ends? **n/a**

12a. Amount budgeted for contractual services: **\$ 34,857**

b. Will contractual services be put out to bid? **No. The following contractor has already been identified: Community Works.**

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? Every effort will be made to recruit women and minorities.

d. Is this likely to be a one-time or ongoing request for contracting out? One-time

13a. Does the budget include indirect costs? ☐ Yes ☐ No

b1. If yes, how much? n/a

b2. How was the amount calculated? n/a

c. If no, why are indirect costs not included?

☐ Not allowed by granting agency ☒ To maximize use of grant funds on direct services

☐ Other (please explain):

14. Any other significant grant requirements or comments: no

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s) ☒ Existing Structure(s) ☐ Existing
Program(s) or Service(s)
☐ Rehabilitated Site(s) ☐ Rehabilitated Structure(s) ☐ New Program(s) or
Service(s)
☐ New Site(s) ☐ New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability

Reviewer: Jackie Pun Jackie Pun
(Name)

Date Reviewed: 11/14/01

Department Approval:

Michael Hennessey
(Name)

Sheriff
(Title)

Michael Hennessey
(Signature)



City and County of San Francisco

Meeting Minutes

Economic Vitality, Small Business and Social Policy
Committee

94102-4689

Supervisors: Gerardo Sandoval, Gavin Newsom and Matt Gonzalez

Clerk: Deborah Muccino

Tuesday, December 04, 2001

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Matt Gonzalez.

Meeting Convened.

The meeting convened at 10:08 a.m. Supervisor Sandoval was noted present at 10:15 a.m.

011713 [Liquor License, 718 14th Street]

Hearing to consider that the issuance of a Type 48 on-sale general public premises liquor license in exchange for a Type 47 on-sale general eating place liquor license to Peter Garcia for "Zodiac Club LLC", located at 718 14th Street (District 8), will serve the convenience of the people of the City and County of San Francisco.
10/2/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speaker: Inspector Dave Falzon, San Francisco Police Department.

Conditions: 1) Sales and service of alcoholic beverages shall be permitted only between the hours of 5:00 p.m. and 2:00 a.m. each day of the week. 2) The petitioner(s) shall be responsible for maintaining free of litter the area adjacent to the premises over which they have control.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST WITH CONDITIONS.

Resolution determining that the issuance of a Type 48 on-sale general public premises liquor license in exchange for a Type 47 on-sale general eating place liquor license to Peter Garcia for "Zodiac Club LLC", located at 718 14th Street (District 8), will serve the convenience of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code; with conditions.

RECOMMENDED by the following vote:

Ayes: 2 - Newsom, Gonzalez

Absent: 1 - Sandoval

DOCUMENTS DEPT.

DEC - 6 2001

SAN FRANCISCO
PUBLIC LIBRARY

011937 [Liquor License Transfer, 1425 Sansome Street]

Hearing to consider that the transfer of a Type 21 off-sale general alcoholic beverage control license to Radovan Pesusic from 725 Folsom Street to 1425 Sansome Street (District 3), will serve the convenience of the people of the City and County of San Francisco.

10/30/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speaker: Inspector Dave Falzon, San Francisco Police Department.

Conditions: 1) Sales and service of alcoholic beverages shall be permitted only between the hours of 7:00 a.m. and 8:00 p.m. each day of the week. 2) The petitioner(s) shall be responsible for maintaining free of litter the area adjacent to the premises over which they have control.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST WITH CONDITIONS.

Resolution determining that the transfer of a Type 21 off-sale general alcoholic beverage control license to Radovan Pesusic from 725 Folsom Street to 1425 Sansome Street (District 3), will serve the convenience of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code; with conditions.

RECOMMENDED by the following vote:

Ayes: 2 - Newsom, Gonzalez

Absent: 1 - Sandoval

011952 [Grant - Criminal Restitution Program]

Resolution retroactively authorizing the Office of the District Attorney to contract for, accept and expend \$128,567 allocated from the California State Board of Control Victims of Crime and Restitution Program, for a project entitled "Criminal Restitution Compact" for the period of July 1, 2001 through June 30, 2002. (District Attorney)

11/15/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speaker: Teresa Serata, District Attorney's Office.

Amended on page 2 line 1, add "Further Resolved, That the 1426 Senior Clerk Typist position shall be funded under the subject grant as "G" coded, or a grant-funded position that would terminate when the subject grant expires."

AMENDED.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Gonzalez

012078 [Grant for Sheriff's Department program providing a public information community awareness campaign for the prevention of family violence]

Resolution authorizing the Sheriff's Department to accept and expend a grant in the amount of \$34,857 from the U.S. Department of Health and Human Services for providing a public information community awareness campaign for the prevention of family violence. (Sheriff)

11/21/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speaker: Leslie Levitas, Sheriff's Department.

RECOMMENDED.. by the following vote:

Ayes: 2 - Sandoval, Gonzalez

Absent: 1 - Newsom

011987 [MUNI's CNG Bus Pilot Project]

Supervisor Sandoval

Hearing on the preliminary update on MUNI's Compressed National Gas (CNG) bus pilot project.

10/29/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

11/20/01, CONTINUED. Speakers: None. Continued to December 4, 2001.

Heard in Committee. Speakers: Marty Meller, MUNI; Walt Streeter, MUNI; Michael Chinn, MUNI; Fred Stevens, MUNI; Abdalla Megahed, Jim Larson, Senior Project Manager, New Energy Markets, Pacific Gas & Electric Company.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Sandoval, Gonzalez

Absent: 1 - Newsom

ADJOURNMENT

The meeting adjourned at 11:28 a.m.

90.239

1/2/01
canceled
2

BOARD of SUPERVISORS



City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

NOTICE OF CANCELLED MEETING

ECONOMIC VITALITY, SMALL BUSINESS AND SOCIAL POLICY COMMITTEE

SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that the meeting of the Economic Vitality, Small Business and Social Policy Committee scheduled for Tuesday, December 18, 2001 at 10:00 a.m. at 1 Dr. Carlton B. Goodlett Place, Room 263, City Hall, San Francisco, California, has been **cancelled**.

Gloria L. Young, Clerk of the Board

DOCUMENTS DEPT.

DEC 13 2001

SAN FRANCISCO
PUBLIC LIBRARY

ECONOMIC VITALITY, SMALL BUSINESS
& SOCIAL POLICY COMMITTEE
S.F. BOARD OF SUPERVISORS
CITY HALL, ROOM 244
1 DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102-4689

IMPORTANT HEARING NOTICE!!!

41 Library
100 Larkin Street Govt Information Center

0.239
1
1/02
clet
BOARD of SUPERVISORS



Dr. Carlton B. Goodlett Place, Room 263
San Francisco 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5227

141
NOTICE OF CANCELLED MEETING

141
**ECONOMIC VITALITY, SMALL BUSINESS & SOCIAL POLICY
COMMITTEE**

SAN FRANCISCO BOARD OF SUPERVISORS

NOTICE IS HEREBY GIVEN that the meeting of the Economic Vitality, Small Business
& Social Policy Committee scheduled for Tuesday, January 1, 2002, at 10:00 a.m. at 1
Dr. Carlton B. Goodlett Place, Room 263, City Hall, San Francisco, California, has been
cancelled.

Gloria L. Young, Clerk of the Board

DOCUMENTS DEPT.

DEC 19 2001

SAN FRANCISCO
PUBLIC LIBRARY



City and County of San Francisco
Meeting Minutes
Economic Vitality, Small Business and Social Policy
Committee

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Supervisors: Gerardo Sandoval, Gavin Newsom and Matt Gonzalez

Clerk: Deborah Muccino

Thursday, January 10, 2002

5:00 PM

City Hall Room 250

Special Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Matt Gonzalez.

Meeting Convened.

The meeting convened at 5:09 p.m. Human Rights Commissioners Ghada Salibi-Malouf, Larry Lee, Haig Baghdassarian, Theresa Sparks, Martha Knutzen and Shirley Dimapilis were noted as present.

011983 [Joint Hearing, HRC and EVSP on Human Rights Violations]

Supervisor Newsom

Joint hearing of the Human Rights Commission and the Economic Vitality, Small Business & Social Policy Committee on backlash violence, human rights violations and discrimination in San Francisco in the wake of September 11, 2001.

10/29/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Supervisor Sandoval, Supervisor Newsom, Supervisor Gonzalez; Human Rights Commissioners Ghada Salibi-Malouf, Haig Baghdassarian, Theresa Sparks and Martha Knutzen; Steve Kawa, Mayor's Deputy Chief of Staff; Bill Lockyer, California Department of Justice; Members of the Public: Amatullah Almarwani, Jassi Kaur, Saif Attawa, Michel Shihadeh; Dennis Hayashi, DFEH; Gerald Buten, FBI Assistant Special Agent in Charge, San Francisco Division; Terence Hallinan, District Attorney; Jimmy Loyce, Deputy Director, Department of Public Health; Earl Sanders, Assistant Chief of Police Department; Nagi Kaid; Nuwafq Sheikh; Gulshan Beyatli; Heba Nimr; Abdelellah Alhimsi; Rachel Swain, ACLU; Robert Ruben, Lawyer's Committee for Civil Rights; Father Borzghoi, Pastor, Saint Nicholas Church; Cecil Williams, Glide Memorial Church; Dina Shek; Tahir Naim, President, South Asian Bar Association of California; Robin Clarke; Sean Fernandez; Iman Farajalla, Grass Roots of Muslim and Arab Organizers; Jill Tregor, Executive Director, Inter-Group Clearing House; Sonya Kaleel, American Arab Anti Discrimination Committee, SF Chapter; Ltisat Jabber; Maha Elgenaidi, Kanwarpal; Basil Awad; Nabila Mango; Vivek Mittal; Dr. Jess Ghannam, University of California, San Francisco; Mark Vermuelen, National Lawyer's Guild; Khaldoun Baghdadi, Co-Chair, Arab American Attorney's Association; Youmna Chlala, American Arab Anti Discrimination Committee; Bill Tomayo, Attorney, United States Equal Opportunity Commission; Linda Li, United States Equal Opportunity Commission; Gloria Gunito, United States Department of Education, Office of Civil Rights; Mona Oddeh; Ann Lehman, San Francisco Department on the Status of Women; Ron Dudum; Shaily Matani, Alliance of South Asians Taking Action; Sema Dudum, Arab Women's Solidarity Association; Dina Saba, Arab Film Festival; Tariq Ayyad, ShareChive; Richard Becher, International Action Center; Ahmed Hashem, Iraqi Community Association/Arab Cultural Center.

FILED by the following vote:

Ayes: 3 - Sandoval, Newsom, Gonzalez

ADJOURNMENT

The meeting adjourned at 9:29 p.m.

CITY AND COUNTY



OF SAN FRANCISCO

DOCUMENTS DEPT

BOARD OF SUPERVISORS

JAN 14 2002

BUDGET ANALYST

SAN FRANCISCO
PUBLIC LIBRARY

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

January 10, 2002

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: January 15, 2002 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 3 – File 01-2141

Departments: Mayor's Criminal Justice Council (MCJC)
Sheriff's Department

Item: Authorizing the Mayor's Criminal Justice Council to retroactively accept and expend a grant in the amount of \$100,000 from the U.S. Department of Justice, Office of Justice Programs for the purpose of encouraging policies that treat domestic violence and sexual assault as serious violations of criminal law.

Grant Amount: \$100,000

Grant Period: September 30, 2001 through June 30, 2002 (9 Months, See Comment No. 1)

Source of Funds: U.S. Department of Justice, Office of Justice Programs

Required Match: None.

Indirect Costs: The Office of Justice Programs prohibits the inclusion of indirect costs.

Description:

The Federal Office of Justice Programs (OJP) awarded the subject \$100,000 grant to the MCJC to implement provisions of the Federal Violence Against Women Act of 2000. The subject grant would specifically allow San Francisco to develop, coordinate and implement the Survivor Empowerment Program (SEP) by providing case management, counseling and educational services for survivors of domestic violence beyond the counseling services offered in traditional support groups. The overall goal of SEP will be to empower survivors in their individual healing processes, with a focus on traditionally underserved populations, including Latinas and substance abusers.

According to Ms. Bianka Ramirez of the Sheriff's Department, the SEP would be overseen by the Sheriff's Department's Resolve to Stop the Violence Project (RSVP), a violence-prevention project that works with persons harmed by violence. SEP would address women's physical, emotional, psychological and spiritual health and well-being. Ms. Ramirez reports that the Sheriff Department proposes to conduct three 12-week programs to survivors of domestic violence that would include safety training, role re-education, assertion training and women's rights education. In addition, Ms. Ramirez advises that the proposed program would include a life skills component to support survivors in becoming economically stable and self-reliant. Furthermore, Ms. Ramirez reports that a total of 30 women would participate in the proposed program and would receive individualized case management services to identify personal goals. Each participant would receive a \$100 stipend to further their identified personal goals, for example if educational development is identified as a personal goal, the stipend could be used to partially pay for attending classes at San Francisco City College.

Budget:

The program budget is as follows:

Travel	\$15,000
Contractual Services	81,000
Participant Stipends	3,000
Curricular Materials	<u>1,000</u>
Total Budget:	\$100,000

BOARD OF SUPERVISORS

BUDGET ANALYST

Attachment I, provided by Mr. Eugene Clendinen of the MCJC, includes additional budgetary details for the subject \$100,000 budget.

Comments:

1. As noted above, the grant period is from September 30, 2001 through June 30, 2002. Therefore, the proposed resolution provides for the MCJC to retroactively accept and expend the subject grant. However, Mr. Clendinen reports that the MCJC has accepted but not expended any funds from the subject grant. Mr. Clendinen further reports that the MCJC expects to begin expending the subject grant funds in January after the proposed resolution is approved and, at that time, plans to apply to the Office of Justice Programs for a grant extension. While Mr. Clendinen anticipates that the grant extension would be granted to allow the MCJC an additional year to expend the subject grant funds, Mr. Clendinen advises that if the extension is not granted, the MCJC would expend only the needed funds through June of 2002.

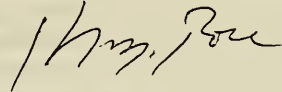
2. As shown on Attachment I, the subject grant funds an \$81,000 contract. According to Ms. Ramirez, this \$81,000 contract would be awarded to Community Works, a non-profit agency, on a sole source basis because Community Works has a long history as a violence prevention leader in the community and as a successful collaborator with the Sheriff's Department. The contract would fund 1.5 FTE positions at Community Works to teach the Survivor Empowerment Program and provide individualized case management services.

3. The above budget allocates \$15,000 for travel expenses. According to Mr. Clendinen, this travel is required by OJP for training. Mr. Clendinen reports that the \$15,000 budgeted for travel will allow five persons involved with the project, including MCJC staff, Sheriff's Department staff and Community Works staff, to attend three OJP-sponsored training sessions. Mr. Clendinen stated that the locations of these training sessions has yet to be determined.

Memo to Economic Vitality, Small Business, and Social Policy Committee
January 15, 2002 Economic Vitality, Small Business, and Social Policy Committee
Meeting

4. Attachment II is the Grant Information Form, provided by Mr. Clendinen, which includes the Disability Access Checklist.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Gonzalez
Clerk of the Board
Controller
Ben Rosenfield
Ted Lakey

SF SURVIVOR EMPOWERMENT PROJECT

Budget Summary

Budget Category:

A. Personnel	\$	-
B. Fringe Benefits	\$	-
C. Travel	\$	15,000
D. Equipment		
E. Supplies		
F. Construction		
G. Consultants/Contracts	\$	81,000
H. Other	\$	4,000
I. Indirect Costs		
Total Project Costs:	\$	100,000

Budget Detail

Consultants/Contracts

Community Based Personnel	# of Positions	% of Time	Annual Salary	Fringe Rate	Total Cost Including Fringe
					@ 20%
SEP Coordinator	1	100%	\$ 50,000	20%	\$ 60,000
SEP Case Manager	1	50%	\$ 17,500	20%	\$ 21,000
					\$ -
			Totals:		\$ 81,000

The SEP Coordinator will be responsible for working with RSVP to develop, implement and teach a rotating multi-faceted survivor empowerment curriculum. The Case Manager will work with participants to create individualized empowerment plans, and will support the women in the implementation of their personal goals.

Other Costs

	# of Women	Stipend Amount	Cost
SEP Participant Stipends	30	\$ 100.00	\$ 3,000
Curricular Materials			\$ 1,000
		Totals:	\$ 4,000

SEP Stipends will be used by program participants in furtherance of personal goals as articulated in their individualized empowerment plans and under the supervision of the SEP Case Managers.

Curricular reference materials will be purchased to support the development of the SEP curriculum.

Travel

			Cost
Training TBD	Airfare	3 trips x \$340 x 5 Attendees	\$ 5,100
	Hotel	3 trips x \$110 per night x 4 nights x 5 Attendees	\$ 6,600
	Per diem	3 trips x \$40 per diem x 5 attendees x 4 days	\$ 2,400
	Trans/Cab	3 trips x \$60 round trip x 5 attendees	\$ 900
Total Travel Cost:			\$ 15,000

Travel budgeted is for required OJP-designated travel associated with technical assistance and capacity building activities.

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program**

2. Department: **Mayor's Criminal Justice Council**

3. Contact Person: **Eugene Clendinen** Telephone: **(415) 554-6260**

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$100,000**

6a. Matching Funds Required: **N/A**

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: **Office of Justice Programs (Federal)**

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: See attached Budget Narrative in resolution packet.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **September 30, 2001**

End-Date: **June 30, 2002**

10. Number of new positions created and funded: **No new positions.**

11. If new positions are created, explain the disposition of employees once the grant ends?

12a. Amount budgeted for contractual services: **\$81,000 is available for Community Based Organization (CBO) grants.**

b. Will contractual services be put out to bid? **N/A**

c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? **N/A**

d. Is this likely to be a one-time or ongoing request for contracting out?

13a. Does the budget include indirect costs?

[] Yes

[X] No

b1. If yes, how much? \$

b2. How was the amount calculated?

c. If no, why are indirect costs not included?

[X] Not allowed by granting agency

[] To maximize use of grant funds on direct services

[] Other (please explain):

14. Any other significant grant requirements or comments: N/A

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

[X] Existing Site(s)

[] Existing Structure(s)

[X] Existing Program(s) or Service(s)

[] Rehabilitated Site(s)

[] Rehabilitated Structure(s)

[] New Program(s) or Service(s)

[] New Site(s)

[] New Structure(s)

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Dee Schexnayder
(Name)

Date Reviewed: 11/8/01

Department Approval: Gregg Lowder Director, Mayor's Criminal Justice Council
(Name) (Title)

(Signature)



City and County of San Francisco

Meeting Minutes

Economic Vitality, Small Business and Social Policy
Committee

Supervisors: Gerardo Sandoval, Gavin Newsom and Matt Gonzalez

Clerk: Deborah Muccino

Tuesday, January 15, 2002

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Matt Gonzalez.

DOCUMENTS DEPT

JAN 17 2002

SAN FRANCISCO
PUBLIC LIBRARY

Meeting Convened

The meeting convened at 10:07 a.m.

012032 [Liquor License Transfer, 1539 Folsom Street]

Hearing to consider that the transfer of a Type 47 on-sale general eating place liquor license to Isabel A. Manchester for "WISH SF LLC" located at 1539 Folsom Street, District 6, and to exchange said license to a Type 48 on-sale general public premises, will serve the convenience of the people of the City and County of San Francisco.

11/15/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Inspector Dave Falzon, San Francisco Police Department (SFPD); Shaun Manchester, General Partner, Applicant; Chuck Slaton, Zephyr Real Estate.

Conditions: 1) Sales, service, or consumption of alcoholic beverages shall be permitted only between the hours of 11:00 a.m. and 2:00 a.m. each day of the week. 2) The petitioner shall be responsible for maintaining free of litter the area in front of and adjacent to the premises over which they have control. 3) The petitioner shall have a doorman on Thursday, Friday and Saturday nights between the hours of 7:00 p.m. and 2:00 a.m.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST WITH CONDITIONS.

Resolution determining that the transfer of a Type 47 on-sale general eating place liquor license to Isabel A. Manchester for "WISH SF LLC" located at 1539 Folsom Street, District 6, and to exchange said license to a Type 48 on-sale general public premises, will serve the convenience of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code; with conditions.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Gonzalez

012118 [Liquor License, 105 A Fillmore Street]

Hearing to consider that the issuance of a Type 9 (beer and wine importer), a Type 17 (wholesaler), and a Type 20 (off-sale beer and wine) alcoholic beverage control licenses to Miura Vineyards, located at 105A Fillmore Street, District 5, will serve the convenience of the people of the City and County of San Francisco.

12/4/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speaker: Inspector Dave Falzon, San Francisco Police Department (SFPD).

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST.

Resolution determining that the issuance of a Type 9 (beer and wine importer), a Type 17 (wholesaler), and a Type 20 (off-sale beer and wine) alcoholic beverage control licenses to Miura Vineyards, located at 105A Fillmore Street, District 5, will serve the convenience of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Gonzalez

012141 [Federal Grant - MCJC]

Mayor

Resolution authorizing the Mayor's Criminal Justice Council to retroactively accept and expend a grant in the amount of \$100,000 from the Office of Justice Programs (OJP) Violence Against Women Office (VAWO) for the purpose of encouraging policies that treat domestic violence and sexual assault as serious violations of criminal law. (Mayor)

12/3/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Greg Lowder, Director, Mayor's Criminal Justice Council; Anna LaForte, Budget Analyst's Office; George R. Williams, Senior Action Network.

Amend the title, line 3, before "Authorizing", add "Resolution".

AMENDED.

RECOMMENDED AS AMENDED.. by the following vote:

Ayes: 3 - Sandoval, Newsom, Gonzalez

012073 [Air Quality]

Supervisor Sandoval

Hearing regarding the 2001 Ozone Attainment Plan and Negative Declaration to include representatives from MUNI, Metropolitan Transportation Commission, the Association of Bay Area Governments, and the Bay Area Air Quality Management District.

11/13/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Speakers: None.

FILED by the following vote:

Ayes: 3 - Sandoval, Newsom, Gonzalez

011987 [MUNI's CNG Bus Pilot Project]

Supervisor Sandoval

Hearing on the preliminary update on MUNI's Compressed National Gas (CNG) bus pilot project.

10/29/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

11/20/01, CONTINUED. *Speakers: None.* Continued to December 4, 2001.

12/4/01, CONTINUED TO CALL OF THE CHAIR. *Heard in Committee. Speakers: Marty Meller, MUNI; Walt Streeter, MUNI; Michael Chinn, MUNI; Fred Stevens, MUNI; Abdalla Megahed, Jim Larson, Senior Project Manager, New Energy Markets, Pacific Gas & Electric Company.*

Heard in Committee. Speakers: Michael Chinn, Lead Engineer, CNG Pilot Project, MUNI; Jim Larson, Member, Independent Oversight Committee, PG&E; Rick Ruvolo, Manager, Clean Air Project, Department of the Environment; Bill Zeller, PG&E; Matt Nichols, Bay Area Air Quality Management District, Independent Oversight Committee.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Sandoval, Newsom, Gonzalez

012065 [HMO Coverage for Medicare Recipients]**Supervisor Sandoval**

Hearing regarding the issue of HMO coverage and prescription drug benefits for Medicare recipients.

11/13/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Dr. Helene Lipton, Professor of Health Policy and Pharmacy, UCSF; Darrick Lani, M.S.W. Director, Commission of the Aging, Representative for the Department of Aging and Adult Services; Anthony Wagner, Executive Administrator, Department of Public Health; Marc Maissano, Representative from State Senator Jackie Spier's Office (San Mateo); Lin Gerard, Lead Attorney, Legal Assistance to the Elderly and Health Insurance Counseling and Advocacy Program (HICAP); Tony Nikko, Program Manager, Department of Human Services; Mary Cunihan, Manager, Adult Protective Services, Department of Human Services; Jack Christy, Associate State Director, AARP; Craig Faxton, Co-Author "Trend and Analysis of Medicare Managed Care Plan in 2002"; Leonard Ke, Citizen's Advisory Committee to the Office of Aging; Abdalla Megahed, Independent Homeless Advice; George R. Williams, Consumer, Senior Action Network.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Sandoval, Gonzalez

Absent: 1 - Newsom

ADJOURNMENT

The meeting adjourned at 11:57 a.m.





City and County of San Francisco
Meeting Minutes
Economic Vitality, Small Business and Social Policy
Committee

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Supervisors: Gerardo Sandoval, Gavin Newsom and Matt Gonzalez

Clerk: Deborah Muccino

Tuesday, January 15, 2002

10:00 AM

City Hall Room 263

Regular Meeting

Members Present: Gerardo Sandoval, Gavin Newsom, Matt Gonzalez.

Meeting Convened

The meeting convened at 10:07 a.m.

012032 [Liquor License Transfer, 1539 Folsom Street]

Hearing to consider that the transfer of a Type 47 on-sale general eating place liquor license to Isabel A. Manchester for "WISH SF LLC" located at 1539 Folsom Street, District 6, and to exchange said license to a Type 48 on-sale general public premises, will serve the convenience of the people of the City and County of San Francisco.

11/15/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Inspector Dave Falzon, San Francisco Police Department (SFPD); Shaun Manchester, General Partner, Applicant; Chuck Slaton, Zephyr Real Estate.

Conditions: 1) Sales, service, or consumption of alcoholic beverages shall be permitted only between the hours of 11:00 a.m. and 2:00 a.m. each day of the week. 2) The petitioner shall be responsible for maintaining free of litter the area in front of and adjacent to the premises over which they have control. 3) The petitioner shall have a doorperson on Thursday, Friday and Saturday nights between the hours of 7:00 p.m. and 2:00 a.m.

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST WITH CONDITIONS.

Resolution determining that the transfer of a Type 47 on-sale general eating place liquor license to Isabel A. Manchester for "WISH SF LLC" located at 1539 Folsom Street, District 6, and to exchange said license to a Type 48 on-sale general public premises, will serve the convenience of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code; with conditions.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Gonzalez

012118 [Liquor License, 105 A Fillmore Street]

Hearing to consider that the issuance of a Type 9 (beer and wine importer), a Type 17 (wholesaler), and a Type 20 (off-sale beer and wine) alcoholic beverage control licenses to Miura Vineyards, located at 105A Fillmore Street, District 5, will serve the convenience of the people of the City and County of San Francisco.

12/4/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speaker: Inspector Dave Falzon, San Francisco Police Department (SFPD).

PREPARED IN COMMITTEE AS A RESOLUTION APPROVING THE REQUEST.

Resolution determining that the issuance of a Type 9 (beer and wine importer), a Type 17 (wholesaler), and a Type 20 (off-sale beer and wine) alcoholic beverage control licenses to Miura Vineyards, located at 105A Fillmore Street, District 5, will serve the convenience of the people of the City and County of San Francisco, in accordance with Section 23958.4 of the California Business and Professions Code.

RECOMMENDED by the following vote:

Ayes: 3 - Sandoval, Newsom, Gonzalez

012141 [Federal Grant - MCJC]

Mayor

Resolution authorizing the Mayor's Criminal Justice Council to retroactively accept and expend a grant in the amount of \$100,000 from the Office of Justice Programs (OJP) Violence Against Women Office (VAWO) for the purpose of encouraging policies that treat domestic violence and sexual assault as serious violations of criminal law. (Mayor)

12/3/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Greg Lowder, Director, Mayor's Criminal Justice Council; Anna LaForte, Budget Analyst's Office; George R. Williams, Senior Action Network.

Amend the title, line 3, before "Authorizing", add "Resolution".

AMENDED.

RECOMMENDED AS AMENDED.. by the following vote:

Ayes: 3 - Sandoval, Newsom, Gonzalez

012073 [Air Quality]

Supervisor Sandoval

Hearing regarding the 2001 Ozone Attainment Plan and Negative Declaration to include representatives from MUNI, Metropolitan Transportation Commission, the Association of Bay Area Governments, and the Bay Area Air Quality Management District.

11/13/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Speakers: None.

FILED by the following vote:

Ayes: 3 - Sandoval, Newsom, Gonzalez

011987 [MUNI's CNG Bus Pilot Project]

Supervisor Sandoval

Hearing on the preliminary update on MUNI's Compressed National Gas (CNG) bus pilot project.

10/29/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

11/20/01, CONTINUED. Speakers: None. Continued to December 4, 2001.

12/4/01, CONTINUED TO CALL OF THE CHAIR. Heard in Committee. Speakers: Marty Meller, MUNI; Walt Streeter, MUNI; Michael Chinn, MUNI; Fred Stevens, MUNI; Abdalla Megahed, Jim Larson, Senior Project Manager, New Energy Markets, Pacific Gas & Electric Company.

Heard in Committee. Speakers: Michael Chinn, Lead Engineer, CNG Pilot Project, MUNI; Jim Larson, Member, Independent Oversight Committee, PG&E; Rick Ruvolo, Manager, Clean Air Project, Department of the Environment; Bill Zeller, PG&E; Matt Nichols, Bay Area Air Quality Management District, Independent Oversight Committee.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 3 - Sandoval, Newsom, Gonzalez

012065 [HMO Coverage for Medicare Recipients]
Supervisor Sandoval

Hearing regarding the issue of HMO coverage and prescription drug benefits for Medicare recipients.

11/13/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Dr. Helene Lipton, Professor of Health Policy and Pharmacy, UCSF; Darrick Lam, M.S.W. Director, Commission of the Aging, Representative for the Department of Aging and Adult Services; Anthony Wagner, Executive Administrator, Department of Public Health; Marc Maissano, Representative from State Senator Jackie Spier's Office (San Mateo); Lin Gerard, Lead Attorney, Legal Assistance to the Elderly and Health Insurance Counseling and Advocacy Program (HICAP); Tony Nikko, Program Manager, Department of Human Services; Mary Cunihan, Manager, Adult Protective Services, Department of Human Services; Jack Christy, Associate State Director, AARP; Craig Faxton, Co-Author "Trend and Analysis of Medicare Managed Care Plan in 2002"; Leonard Ke, Citizen's Advisory Committee to the Office of Aging; Abdalla Megahed, Independent Homeless Advice; George R. Williams, Consumer, Senior Action Network.

CONTINUED TO CALL OF THE CHAIR by the following vote:

Ayes: 2 - Sandoval, Gonzalez

Absent: 1 - Newsom

ADJOURNMENT

The meeting adjourned at 11:57 a.m.

DOCUMENTS DEPT.

CITY AND COUNTY



OF SAN FRANCISCO

JAN 29 2002

BOARD OF SUPERVISORS

SAN FRANCISCO
PUBLIC LIBRARY

BUDGET ANALYST

01-29-02A10:06 RCVD

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

FAX (415) 252-0461

January 24, 2002

TO: Economic Vitality, Small Business and Social Policy Committee
FROM: Budget Analyst
SUBJECT: January 29, 2002 Economic Vitality, Small Business and Social Policy Committee Meeting

Item 2 - 01-2140

Note: This item, which was originally heard by the Audit, Labor and Government Efficiency Committee Meeting on December 18, 2001, was re-referred to the Economic Vitality, Small Business and Social Policy Committee by the Board of Supervisors at the meeting of January 7, 2002.

Departments: Mayor's Criminal Justice Council (MCJC)

Item: Authorizing the Mayor's Criminal Justice Council to retroactively accept and expend a grant in the amount of \$592,198 from the Office of Criminal Justice Planning for the purpose of implementing local juvenile justice accountability measures through the Juvenile Accountability Incentive Block Grant program.

Grant Amount: \$592,198

Grant Period: April 1, 2001 through June 30, 2002 (15 months, See Comment No. 1)

Source of Funds: Federal Juvenile Accountability Block Grant (JAIBG) through the State of California Office of Criminal Justice Planning (OCJP)

Required Matching Funds: \$65,800 (10% of the total \$657,998 grant budget, See Comment No. 2)

Indirect Costs: The proposed resolution would waive indirect costs in order to maximize the amount of available grant funds for direct program expenditures.

Description: The California Office of Criminal Justice Planning allocates grant funds to Counties for juvenile justice through the Juvenile Accountability Incentive Block Grant (JAIBG) program. The Mayor's Criminal Justice Council (MCJC) is the San Francisco agency that designates the programs to provide the applicable youth services to youth either in the juvenile justice system or at-risk of entering the juvenile justice system.

In April of 2001, MCJC received \$592,198 of initial grant funding and was required to provide additional matching funds of \$65,800, for a total project cost of \$657,998, for the grant period April 1, 2001 to June 30, 2002. The subject \$592,198 grant would augment the initial grant award of \$592,198, for a total grant award of \$1,184,396 from the JAIBG program. The subject grant would also require matching funds of \$65,800, for the subject project cost of \$657,998 (\$592,198 grant plus \$65,800 matching funds). Therefore, the project costs to be funded in connection with the JAIBG awards from the initial award, the subject grant, and the matching funds total \$1,315,996.

As detailed on Attachment I, the MCJC would use the subject \$592,198 grant, together with the matching funds of \$65,800, or a total of \$657,998 to fund (1) additional Police Inspector Overtime expenses for the Mission District Serious Juvenile Offender Program (\$8,750), (2) additional salary and benefits for 2.0 FTE Civil Attorneys in the Public Defender's Office to reduce the backlog of Juvenile Court cases (\$97,983), (3) partial funding for a Project Manager position for the Juvenile Probation Department's Juvenile Hall Replacement Project (\$3,522),

(4) a contractual Data Analyst position for the Juvenile Probation Department's Disproportionate Minority Confinement Initiative (\$37,500), (5) a contractual After Care Coordinator position with the Juvenile Probation Department's Disproportionate Minority Confinement Initiative (\$45,000), (6) a contract to assist in the creation of graduated sanctions and interventions for drug offenses committed by juveniles (\$35,000), (7) computers and related equipment for each of the eight service providers under the Mayor's Beacon School Initiative (\$40,000), (8) drug treatment, testing and case management services for Juvenile Drug Court costs under contract (\$76,838 plus \$16,968), (9) additional funds for temporary relocation activities and architect design fees for the Juvenile Hall Replacement Project (\$169,405 plus \$48,832) and (10) computer equipment for the District Attorney's Office (\$78,200).

Budget:

	Original Grant And Matching Funds	Subject Grant And Matching Funds	Total Project Costs
Police Inspector Overtime	\$35,000	\$8,750	\$43,750
2.0 FTE Civil Attorneys - Public Defender's Office	157,210	97,983	255,193
1.0 FTE Juvenile Hall Program Manager - Juvenile Probation Department	99,924	3,522	103,446
Data Analyst - Professional Services Contract	0	37,500	37,500
After Care Coordinator - Professional Services Contract	0	45,000	45,000
Graduated Sanctions and Interventions Program for drug offenses	0	35,000	35,000
Computers for the Mayor's Beacon School Initiative	95,000	40,000	135,000
Juvenile Drug Court	171,514	93,806	265,320
Juvenile Hall Replacement Project	97,350	218,237	315,587
Computer Equipment for District Attorney	0	78,200	78,200
Program Audit	900	0	900
Travel	1,100	0	1,100
Total	\$657,998	\$657,998	\$1,315,996

Attachment I, provided by Mr. Eugene Clendinen of MCJC, provides the details for the subject grant of \$592,198 plus the matching funds of \$65,800.

Comments:

1. According to Mr. Clendinen, the subject grant was awarded to the MCJC in October of 2001 but the subject grant has the same grant period of April 1, 2001 through June 30, 2002 as the initial grant. Mr. Clendinen reports that submittal of the proposed resolution has been delayed due to the OCJP misplacing the award letter and the transition at the MCJC with the appointment of a new director. Mr. Clendinen further reports that the subject grant is reimbursement-based, meaning that City General Funds will initially be advanced prior to State reimbursement. Mr. Clendinen advises that, to date, no City General funds or grant funds have been expended from the subject \$592,198 grant award.

2. The subject grant of \$592,198 requires a match of ten percent, or \$65,800. The initial grant award of \$592,198 also required \$65,800 in matching funds. According to Mr. Clendinen, the \$65,800 in matching funds for the subject grant would be provided by \$48,832 in General Fund monies appropriated in the approved FY 2001-2002 Department of Public Works budget and \$16,968 from the Federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) grant that was appropriated in the approved FY 2000-2001 Juvenile Drug Court budget. Mr. Clendinen reports that the FY 2000-2001 OJJDP grant is available to be used as matching funds because the MCJC received an extension of the OJJDP grant period.

3. Mr. Clendinen advises that planning for a new Juvenile Hall facility to improve the conditions of confinement, provide enhanced security and safety, increase the efficiency of operation and provide expanded programs for juvenile offenders began in 1999. According to Mr. Clendinen, in March of 1999, the Board of Supervisors approved a resolution authorizing the Mayor's Criminal Justice Council to apply for up to \$40 million of State and Federal funds to construct a new Juvenile Hall facility to replace the existing Juvenile Hall facility (File 99-0345). Mr. Clendinen advises that in October of 1999 San Francisco was awarded \$15,075,000 of Federal grant funds, to be administered by the State Board of

Corrections, for the construction of a new Juvenile Hall facility. Mr. Clendinen advises that the Department has not yet requested approval from the Board of Supervisors to accept or expend these Federal grant funds, because such funds are limited to be used for the construction of the Project, which has not yet begun.

4. The proposed Juvenile Hall Replacement Project would be located at the current Juvenile Hall site at 375 Woodside Avenue, with construction to be completed in phases so as not to disrupt activities at Juvenile Hall. Mr. Clendinen advises that the new facility would house up to 150 juvenile offenders, as compared to the current facility which can house up to 132 juvenile offenders.

Mr. Chris Bigelow of the Department of Public Works (DPW) advises that the architectural design phase of the project is anticipated to be completed in May of 2002 and the contract for construction of the proposed project would go out to bid at that time. Mr. Bigelow further advises that construction is anticipated to begin in August of 2002, with completion anticipated for November of 2004. Attachment II, provided by Mr. Bigelow, contains a description, schedule, total budget and project team for the proposed Juvenile Hall Replacement Project.

5. Attachment III, provided by Mr. Bigelow, contains a detailed budget and identifies all the funding sources for the Juvenile Hall Replacement Project, including the Federal funds, State funds and General Fund monies. As shown in Attachment III, the Juvenile Hall Replacement Project is anticipated to cost a total of \$43,947,545. As also shown in Attachment III, to date, the City has received (a) \$15,398,341 from Federal sources, (b) \$2,379,702 from State sources, and (c) \$11,965,094 from the City's General Fund, for a total of \$29,743,137 of revenues. As shown in Attachment III, and included under the Federal sources for FY 2001-02 is the subject grant for \$169,405 to pay for a portion of the architects and design fees. Therefore, the Juvenile Hall Replacement Project will still require an additional \$14,204,408 (\$43,947,545 projected costs less \$29,743,137 of funding available) to complete the Project. Mr. Clendinen advises that the balance of \$14,204,408 of funding for this Project is anticipated to be paid by the

City's General Fund. According to Mr. Clendinen, approximately \$9.0 million of General Fund revenues will be requested in the Juvenile Probation Department's FY 2002-03 budget for the Juvenile Hall Replacement Project.

In addition to the total estimated project costs of \$43,947,545 shown in Attachment II, which includes funding for a Department of Public Works Project Manager, Mr. Clendinen advises that as shown in Attachment I, the Juvenile Probation Department has also hired a Project Manager for the Juvenile Hall Replacement Project. As shown in the budget in the table above, the subject grant provides an additional \$3,522 of salaries and benefits to the \$99,924 budgeted in the initial grant, for a total of \$103,446 of salaries and benefits budgeted for this Project Manager position. According to Mr. Clendinen, this Juvenile Probation Department position is necessary to address the specific internal and more detailed concerns of the Juvenile Probation Department, including phasing of the Project because the existing Juvenile Hall facility and the proposed Juvenile Hall Replacement Project will both be built on the same site and a Juvenile Hall facility must remain operational during the entire planning and construction phases.

6. The Grant Information Form incorrectly states that \$344,552 is budgeted for contractual services with Community Based Organizations (CBO). According to Mr. Clendinen, the subject grant would actually provide \$251,306 in contractual services (\$37,500 for a Data Analyst, \$45,000 for an After Care Coordinator, \$35,000 for the creation of a graduated sanctions and interventions program, \$40,000 for computers for the Mayor's Beacon School Initiative, and \$93,806 for drug treatment services at the Juvenile Drug Court).

7. Mr. Clendinen reports that a \$37,500 contract for a Data Analyst would be awarded through the Juvenile Probation Department. According to Mr. Clendinen, the process for awarding this professional services contract has not yet been determined.

8. Mr. Clendinen advises that a \$45,000 contract for an After-Care Coordinator involved with the Disproportionate Minority Confinement Initiative would be awarded to California Conflict Dispute Services (CCDS). Mr. Clendinen notes that CCDS would be awarded this contract on a sole source basis because CCDS currently provides these services in the adult court system.

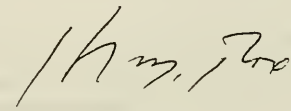
9. Mr. Clendinen further reports that the District Attorney would award a contract of \$35,000 to create a system of graduated sanctions and interventions for juveniles arrested for narcotics sales and possession. According to Mr. Clendinen, this contract has not yet been awarded.

10. The subject grant funds 3.0 existing FTE positions: 2.0 Civil Attorney positions in the Public Defender's Office and 1.0 FTE Program Manager position in the Juvenile Probation Department. The proposed resolution states that these positions are "G" coded or grant funded positions that would terminate when the subject grant funds expire.

11. Attachment IV is the Grant Information Form, provided by Mr. Clendinen, which includes the Disability Access Checklist.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Sandoval
Supervisor Newsom
Supervisor Gonzalez
Clerk of the Board
Controller
Ben Rosenfield

BUDGET CATEGORY AND LINE-ITEM DETAIL

A. Personnel Services - Salaries/Employee Benefits	Cost
<p>Program Purpose Area 2</p> <p>Provides additional Police Inspector time for the Mission District Serious Juvenile Offender Program that monitor youth compliance with Probation Conditions. Police Overtime for 48 hours per month for 3 months for an 0382 inspector (plus night premeitum) 143.308 hours x \$61.06 overtime rate = \$8,750</p> <p>Total Overtime Hours - 143; Total Overtime Cost - \$8,750</p>	\$ 8,750.00
<p>Program Purpose Area 3</p> <p>These two positions will serve to reduce the backlog of juvenile court cases and heavy caseloads while providing better placement, coordination with schools and outreach services to juvenile offenders.</p> <p>Civil Attorney I: 26 Pay Periods x 4,188.04 bi-weekly = \$108,889 $\\$108,889 \times 24\% \text{ fringe } (26,133) = \\$135,022.$</p> <p>Civil Attorney II: 26 Pay Periods x 3,727.38 = \$96,912 $\\$96,912 \times 24\% \text{ fringe } (\\$23,259) = \\$120,171.$</p> <p>Two Attorney total: \$255,193 - (previous budget) \$157,210 = \$97,983</p>	\$ 97,983.00
<p>Program Purpose Area 1</p> <p>This position will work as the Probation Department's Project Manager for the Juvenile Hall Replacement Project. This position will handle the day to day site issues regarding relocation, time tables, and all Probation's deadlines.</p> <p>1372 Special Assistant XIII: Transition Team Leader</p> <p>7/01/01 - 12/31/01 \$3,178 (bi-weekly) x 13.5 pay periods = \$42,903</p> <p>1/01/02 -06/30/02 \$3,241.56(bi-weekly) x 12.5 pay periods = \$40,520</p> <p>\$83,423 Annual Salary x 1.24% (Fringe) = \$103,446 - (previous budget) \$99,924 = \$3,522.</p>	\$ 3,522.00
<p>* Fringe benefits will vary with employee benefit packages. A range of 24 - 26% is used as an average benefit rate. Employer contribution includes but is not limited to FICA - 7.65; SUI - 3.4; Unemployment Insurance - 4.0; Retirement - 6.5; Health Insurance - 4.45</p>	
TOTAL	\$110,255.00

BUDGET CATEGORY AND LINE-ITEM DETAIL

B. Operating Expenses

Cost

Program Purpose Area 10

This area will fund a Data Analyst to support a stakeholder's work group attempting to address Disproportionate Minority Confinement (DMC). This position will be contracted out for a period of eight months. The total cost of this eight month contract will be \$37,500

\$ 37,500

Program Purpose Area 2

The After Care Coordinator position will work with the Juvenile Probation Disproportionate Minority Confinement initiative to address issues of DMC in the community instead of incarceration at the Youth Guidance Center. This position will be contracted out through the Juvenile Probation Department from November 2001 to June 2002. Amount budgeted for the contract will be \$45,000.

\$ 45,000

The District Attorney proposes to create, together with the Police Department, Juvenile Probation and the Superior Court Juvenile Division, a system of graduated sanctions and meaningful interventions for juveniles arrested for narcotics sales and possession for sale violations. These funds will be contracted out to have outside analysts assist the city departments in creating the graduated sanctions. This contract will span eight months from November 2001 through June 30, 2000.

\$ 35,000

Program Purpose Area 11

Funding in this area will provide case management for juvenile offenders participating in the Mayors Beacon School Initiative. Funds will fund community based providers to provide after school tutorials, life skills workshops, job training and health education in addition to case management services. This project is managed jointly by the Department of Children Youth & Families, Juvenile Probation, & the Mayor's Criminal Justice Council. \$95,000 was previously budgeted. An additional \$40,000 is being budgeted for one time technology costs at each of the eight sites.

\$ 40,000

Sub-total

\$ 157,500

BUDGET CATEGORY AND LINE-ITEM DETAIL

Cost

B. Operating Expenses

Program Purpose Area 9

This grant will support portions of the Juvenile Drug Court in the areas of short term drug treatment, drug testing, case management and other costs associated with Juvenile Drug Court. This program is administered through a contract between the Courts and community based providers. Costs were calculated accordingly:

Clinical Director \$2,697 Bi-weekly x 26 weeks = 70,122 x 24% = \$36,951

Program Coordinator \$1,870.35 x 26 = 48,629.03 x 1.24% = \$60,300

Primary Counselor .67 FTE x \$1,346.17 x 26 = \$23,450 rounded (\$23,500)

Expressive Arts Workshops @ \$500 per week x 48 weeks = \$24,000

YO writing Workshop @ \$150 per day x 32 days = \$4,800.

\$10,000 in Drug and Alcohol testing.

Education Coordinator 1FTE \$2,144.96 x 26 = 55,769

Total Drug Court Revised Budget: \$265,320 - (Previous Budget) \$171,514 = \$93,806

\$ 76,838

Of the \$93,806 additional funds \$76,838 are grant funds and \$16,968 are additional Match Funds.

\$ 16,968

Program Purpose Area 1

Due to the Juvenile Replacement Project the Juvenile Probation Department will have to accommodate on going activities within the remaining portions of the Juvenile Hall while construction is being completed. This allocation funds a portion of the Department's costs that accommodate the temporary relocation of activities for a 24 month construction period. Costs include:

\$169,405 of Architect design fees for a April thru August 2001

\$ 169,405

\$48,832 of additional match is required. This will be made up by GF dollars already allocated to the construction project.

\$ 48,832

Sub-total

\$ 312,043

BUDGET CATEGORY AND LINE-ITEM DETAIL

C. Equipment

COST

Program Purpose Area 6		
Four Computer printers	\$2,600 each x 4 = \$10,400	
Four Laptop computers	\$2,000 each x 4 = \$8,000	
1 CD Burner	\$2,500	
1 Video Tape Copier	\$ 1,002.00	
11 Licenses for MS Office and Legal Suite	\$1,000 x 11 = \$11,000	
T-1 Cable installation	\$ 16,000.00	
1 Server	\$ 10,000.00	
1 Router	\$ 3,500.00	
1 Cisco Switch	\$ 1,200.00	
Internal Cabling	\$ 5,000.00	
Fluke Network Monitoring Equipment	\$ 5,598.00	
Eight Rumba Licenses	8 x \$500 = 4,000	
Total Network Setup:	\$ 78,200.00	\$ 78,200.00

CATEGORY TOTAL	\$ 78,200.00
PROJECT TOTAL	\$ 657,998.00

Fund Distribution	Federal	State	Cash Match	In-Kind Match
1. Amount of Funds	\$ 592,198.00			
2. Percentage of Funds				



Willie Lewis Brown, Jr., Mayor
Edwin M. Lee AIA, Director



Office of the Deputy Director for
Engineering and City Engineer
Department of Public Works
City Hall, Room 348
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-6020
Harlan L. Kelly, Jr., City Engineer

PROJECT STATUS REPORT

PROJECT

6021A: Juvenile Hall Replacement Project

PROJECT MANAGER

Christopher Bigelow, Department of Public Works

STATUS DATE

January 24, 2002

CLIENT

Mayor's Criminal Justice Council
Juvenile Probation Department

PROJECT DESCRIPTION

The Juvenile Hall Replacement Project will replace the existing juvenile facility located at the San Francisco Youth Guidance Center (YGC). The Project includes phased demolition and replacement of buildings and infrastructure on the site occupied by Juvenile Hall, providing a minor expansion in usable square feet and the number of beds. The new facility will be configured to improve the conditions of confinement, provide enhanced security and greater efficiency of operation.

San Francisco's Juvenile Hall currently occupies approximately 50% of the 14-acre YGC campus, which also includes a 3-story courts and administration building, an attached 3-story central utilities service building, three 1-story structures used as office space by program providers, a 1-story carport and several parking lots accommodating approximately 265 vehicles. Modifications to these six structures are not included in the scope of the Replacement Project.

The new Juvenile Hall will provide approximately 110,000 gross square feet of construction to replace an existing facility that was built in 1950. The project proposes to construct 105 sleeping rooms, with a capacity of up to 150 beds, compared to its current capacity of 132 beds. Program space for a full service detention facility will include educational, recreational, health care, religious, food service, visitation and other support areas. These improvements replace the existing boys and girls housing units, chapel, classrooms and gym, which total approximately 108,000 square feet. In addition to the building spaces noted above, new exterior spaces will include a secure vehicular sallyport, a one-acre recreation field and secure parking for staff.

PROJECT SCHEDULE

The entire Youth Guidance Center campus must remain operational during construction. The new buildings will be constructed on portions of the existing Juvenile Hall site, keeping enough of the facility in operation to accommodate mandated programs. In order to meet this operational requirement, the project will be constructed in three phases, as noted below. Project phases include the Relocation Project, providing temporary facilities for those components of Juvenile Hall occupying structures that are scheduled for demolition in the second phase of the Replacement Project.

Phase One: December 2001 – July 2002

Install Relocation Project; HazMat Assessment and Abatement at vacated structures.

Phase Two: July 2002 – February 2004

Demolish vacated structures; Construction Phase 1: all new buildings. Move-in to new facility.

Phase Three: March 2004 – November 2004

HazMat Abatement and Demolition at vacated structures.

Construction Phase 2: Recreation Field, Parking Lots, Site development.

PROJECT BUDGET

TOTAL BUDGET	PROJECT CONTROL	CONSTRUCTION, PURCHASE, INSTALLATION, CONTINGENCY
\$43,947,545	\$9,332,757	\$34,614,788
100%	21.2%	78.8%

The Mayor's Criminal Justice Council was awarded a federal grant for the Juvenile Hall Replacement Project in the amount \$15,075,000 from the Department of Justice, Violent Offender / Truth in Sentencing grant program. These funds are administered by the State Board of Corrections and must be utilized for construction purposes. The grant total is based upon a value of \$100,500 per bed to be provided by the completed project. The City and County must provide the remaining funds, totaling \$28,872,545. The Mayor's Criminal Justice Council (MCJC) has secured \$14,668,137, leaving a total of \$14,204,408 to be secured in order to meet the project budget.

PROJECT TEAM**A. Department of Public Works: Project Manager for Planning, Design & Construction**

- Has overall responsibility for the technical and fiscal management of the project through the planning, design, construction and closeout stages. Maintains the project budget and schedule.
- Plans, coordinates, and controls the efforts of all City organizational elements and other entities whose participation or support is required for the accomplishment of the project.
- Represents City in the administration of professional, construction, and other consultant contracts. The consulting architect is a joint venture of Del Campo / Maru and The Design Partnership. Construction management will be provided by DPW Bureau of Construction Management plus consulting specialists.

B. Juvenile Probation Department: Facility Representative

- Maintains understanding of space and capital improvement needs of individual program elements, associated policies in this area and facility-wide capital planning objectives.
- Develop strategies and guides the project planning process, consistent with YGC policies and goals, to meet facility-wide and individual program element needs.

C. Mayor's Representative: Mayor's Criminal Justice Council

- Serves as YGC interface with Mayor on capital planning for the facility.
- Work with Mayor and State representatives to develop, secure and confirm funding plans and needed augmentations for the project.

1/24/03

*

七

Grant Information Form
(Effective January 2000)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Juvenile Accountability Incentive Block Grant Plus**
2. Department: **Mayor's Criminal Justice Council**
3. Contact Person: **Eugene Clendinen** Telephone: **(415) 554-6260**
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: **\$592,198**
- 6a. Matching Funds Required: **\$65,800**
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: **Office of Justice Programs (Federal)**
b. Grant Pass-Through Agency (if applicable): **Office of Criminal Justice Planning (State)**
8. Proposed Grant Project Summary: **See attached Budget Narrative in resolution packet.**
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: **April 1, 2001** End-Date: **June 30, 2002**
10. Number of new positions created and funded: **No new positions. Three positions are continuing.**
11. If new positions are created, explain the disposition of employees once the grant ends?
- 12a. Amount budgeted for contractual services: **\$344,552 is available for Community Based Organization (CBO) grants.**
b. Will contractual services be put out to bid? **N/A**
c. If so, will contract services help to further the goals of the department's MBE/WBE requirements? **N/A**

- d. Is this likely to be a one-time or ongoing request for contracting out?
- 13a. Does the budget include indirect costs? ☐ Yes ☒ No
- b1. If yes, how much? \$
- b2. How was the amount calculated?
- c. If no, why are indirect costs not included?
- ☐ Not allowed by granting agency ☒ To maximize use of grant funds on direct services
- ☐ Other (please explain):
14. Any other significant grant requirements or comments: N/A

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

16. The Departmental ADA Coordinator and/or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental or Mayor's Office of Disability Reviewer: Dee Schexnayder
(Name)

Date Reviewed: 11/1/11

Department Approval: Gregg Lowder Director, Mayor's Criminal Justice Council
(Name) (Title)

(Signature)



City and County of San Francisco
Meeting Minutes
Economic Vitality, Small Business and Social Policy
Committee

City Hall
1 Dr. Carlton B.
Goodlett Place
San Francisco, CA
94102-4689

Supervisors: Gerardo Sandoval, Gavin Newsom and Matt Gonzalez

Clerk: Deborah Muccino

Tuesday, January 29, 2002

10:00 AM

City Hall Room 263

Special Meeting

Members Present: Gerardo Sandoval, Matt Gonzalez.

Members Absent: Gavin Newsom.

MEETING CONVENED.

The meeting convened at 10:14 a.m.

012187 [Consular Identification Cards]

Supervisors Sandoval, Gonzalez, Leno, Daly, Ammiano, McGoldrick, Peskin, Yee, Maxwell
Ordinance amending the San Francisco Administrative Code by adding Chapter 95, encompassing Section 95.1, to require City departments to accept identification cards issued to foreign citizens or nationals if the issuing country authorizes the use of the card as a passport for re-entry into the issuing country, the card has a photograph of the person and date of birth, and the process for issuing the card meets standards established by the Director of Administrative Services to ensure accurate identification of the person and to discourage fraudulent documents.

12/10/01, ASSIGNED UNDER 30 DAY RULE to Rules Committee, expires on 1/9/2002.

12/14/01, TRANSFERRED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: John Kennedy, Deputy City Attorney; Supervisor Sandoval; Supervisor Gonzalez.

Amendment of the whole bearing same title presented by Supervisor Sandoval in Committee.

AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE.

RECOMMENDED AS AMENDED by the following vote:

Ayes: 2 - Sandoval, Gonzalez

Absent: 1 - Newsom

012140 [Grant - Juvenile Accountability Block Program]**Mayor**

Resolution authorizing the Mayor's Criminal Justice Council to retroactively accept and expend a grant in the amount of \$592,198 from the Office of Criminal Justice Planning (OCJP) for the purpose of implementing local juvenile justice accountability measures through the Juvenile Accountability Incentive Block Grant Program (JAIBG). (Mayor)

12/3/01, RECEIVED AND ASSIGNED to Audit, Labor and Government Efficiency Committee.

12/18/01, AMENDED. Heard in Committee. Speakers: Debra Newman, Budget Analyst; Gregg Lowder, Director, Mayor's Criminal Justice Council; Supervisor McGoldrick.

12/18/01, Amendment of the Whole.

12/18/01, RECOMMENDED AS AMENDED...

1/7/02, RE-REFERRED to Economic Vitality, Small Business and Social Policy Committee. Supervisor Sandoval requested this matter be severed so it could be considered separately.

Heard in Committee. Speakers: Greg Lowder, Director, Mayor's Criminal Justice Council (MCJC); Supervisor Sandoval; Supervisor Gonzalez; Deborah Newman, Budget Analyst's Office; Jessie Williams, Chief Probation Officer, Juvenile Probation Department; Mari, San Francisco Youth Commission; En'Tanya Lee, Coleman Advocates; Rebecca Evanson, Lawyer's Committee for Civil Rights; Dan Macallian; Margaret Brodtkin, Coleman Advocates; Abigail Trilen, Legal Services for Children; Abdullah Megahed; John Kennedy, Deputy City Attorney.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Gonzalez

Absent: 1 - Newsom

012239 [Krug Winery]**Supervisors Gonzalez, Sandoval, Peskin, Daly, Maxwell**

Resolution supporting the workers of United Food and Commercial Workers Local 186D in their campaign to preserve the last remaining wine production union in Napa Valley.

12/17/01, RECEIVED AND ASSIGNED to Economic Vitality, Small Business and Social Policy Committee.

Heard in Committee. Speakers: Supervisor Gonzalez; Supervisor Sandoval; Walter Johnson, San Francisco Labor Council; Alfredo Martin, worker, Charles Krug Winery; Debbie Reese, worker, Charles Krug Winery; Hector Olguin, worker, Charles Krug Winery; Tom McDonough, Union Member.

RECOMMENDED by the following vote:

Ayes: 2 - Sandoval, Gonzalez

Absent: 1 - Newsom

ADJOURNMENT

The meeting adjourned at 12:28 p.m.

